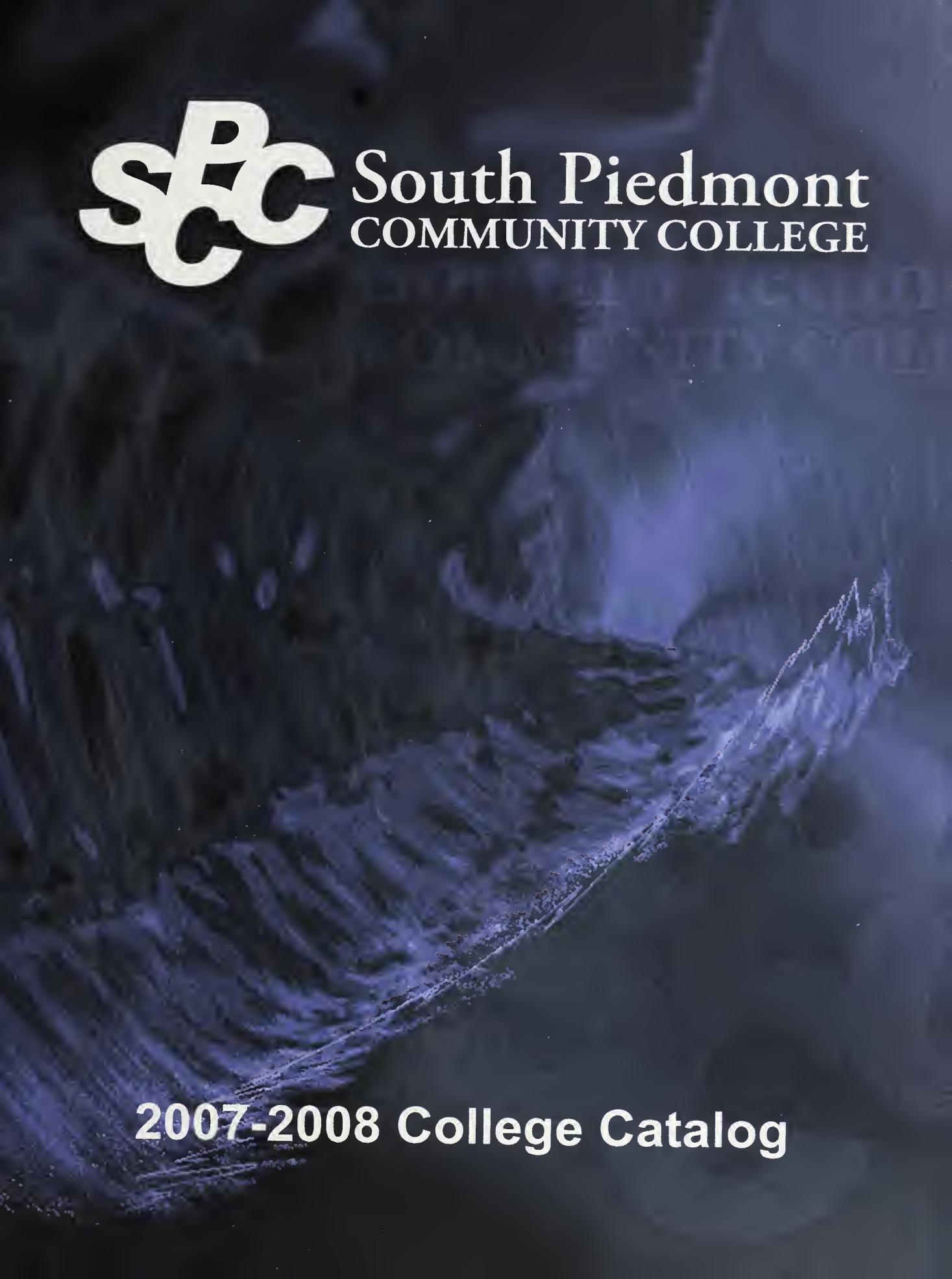




**South Piedmont
COMMUNITY COLLEGE**

A dark, moody photograph of a landscape. In the foreground, a path or road curves through a field of low-lying vegetation. The middle ground shows a valley with a body of water and misty mountains in the background. The overall color palette is dominated by dark blues and blacks, with some lighter tones in the mist and vegetation.

2007-2008 College Catalog



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South Piedmont Community College

**Serving Anson and Union Counties
2007 - 2008 Catalog**

L. L. Polk Campus
680 Highway 74 West, PO Box 126
Polkton, NC 28135
704-272-5300
1-800-766-0319
FAX 704-272-5350

Old Charlotte Highway Campus
4209 Old Charlotte Highway
Monroe, NC 28110
704-290-5100
1-800-766-0319
FAX 704-290-5250

[**http://www.spcc.edu**](http://www.spcc.edu)

**South Piedmont Community College
is a unit of the North Carolina Community College System**

South Piedmont Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501) to award Associate degrees.

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South Piedmont Community College Catalog

All statements in this publication are announcements of present policies and are subject to change without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. South Piedmont Community College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required. The information in this catalog is not to be regarded as an irrevocable contract between the student and the College.

MESSAGE FROM THE PRESIDENT



Welcome to South Piedmont Community College!

At South Piedmont Community College, we are focused on student learning. We have one primary outcome—your success. Whether you are pursuing an associate degree, diploma, or certificate, taking a continuing education class to improve your job skills, or completing work to receive your GED, you can "Start here...Go anywhere!"

With locations in Monroe, Polkton, and Wadesboro, South Piedmont Community College is accessible to everyone in Anson and Union counties. We are continuously expanding programs and learning opportunities. In addition to on-campus classes, our instructors are continuing to provide additional classes via the Internet and other distance delivery methods. If flexibility in scheduling classes is a requirement, we have the options you need.

If I may assist you, please call or stop by for a visit. I am always interested in talking with students. After all, YOU are why South Piedmont Community College is here.

John R. McKay, President

Board of Trustees

Appointment / Term

Frank Carpenter	Governor / 2006-2010
State Utility Contractors, Post Office Box 5019, Monroe, NC 28111	
Kenneth E. Collins , Vice Chair	County Commission (Union) / 2004-2008
Collins & Boike, CPA, 1335 West Roosevelt Boulevard, Monroe, NC 28110	
Anne M. Covington	Governor / 2005-2009
Thrift Loan & Finance, 103 N. Rutherford Street, Wadesboro, NC 28170	
Thomas L. Crooke, Sr. , Board Secretary	Board of Education (Union) / 2007-2011
Post Office Box 508, Wingate, NC 28174	
Kenneth W. Horne, Jr.	County Commission (Anson) / 2004-2008
Hornwood, Inc., 766 Hailey's Ferry Road, Lilesville, NC 28091	
Hoy S. Lanning, Jr.	Board of Education (Anson) / 2005-2009
CMH Flooring Products, Post Office Box 1083, Wadesboro, NC 28170	
Harvey H. Leavitt, III, Chair	Governor / 2005-2009
Leavitt Funeral Home, Post Office Box 274, Wadesboro, NC 28170	
Vacant	Board of Education (Union) / 2006-2008
Ms. Cynthia Little	Board of Education (Anson) / 2007-2011
2831 County Club Road, Wadesboro, NC 28170	
Dr. Charles F. "Chuck" Palmer	County Commission (Union) / 2006-2010
1924 Millbrook Lane, Matthews, NC 28104	
E. Lynn Raye	Governor / 2004-2008
Commercial Piping & Fabricating, Post Office Box 400, Marshville, NC 28103	
Richard Stone	County Commission (Union) / 2005-2009
4023 Highway 205, Marshville, NC 28103	
Jarvis T. Woodburn	County Commission (Anson) / 2006-2010
Coffing Hoists, Post Office Box 779, Wadesboro, NC 28170	
Michael Spencer	Student Government Association, President / 2007-2008
SPCC, 4209 Old Charlotte Highway, Monroe, NC 28110	
Dr. John R. McKay	SPCC President
SPCC, Post Office Box 126, Polkton, NC 28135	

Mission

Our mission at South Piedmont Community College is to provide accessible, affordable, high-quality, student-centered education while supporting economic development in our communities.

The purpose of South Piedmont Community College is to promote:

Learning and Student Success by

- creating student-centered learning opportunities through a variety of academic and cultural experiences.
- nurturing an environment that values the individual and fosters life long learning.
- identifying and eliminating barriers to individual student success.

Workforce and Community Development by

- assessing and addressing the diverse occupational and training needs of students and employers.
- participating actively in economic development.
- preparing students to live, learn, and work in a diverse global environment.
- demonstrating a mindful stewardship of natural, cultural, and fiscal resources.

Excellence by

- providing exemplary service to internal and external customers.
- fostering a climate that promotes effective communication, cultural diversity and awareness, and professional and intellectual growth.
- creating a culture that stimulates students, faculty, and staff to exceed high expectations.

Core Skills and Learning Outcomes

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical skills for student achievement and lifelong learning in today's global economy. These skills will be supported by identified measurable outcomes and integrated into the Learning College's instruction and activities.

THINK

Critical thinking

Analysis and interpretation

Problem solving

Synthesis and evaluation

Information Literacy

LEARN

Accountability and self-management

Writing

Assessment and measurement

Continuous improvement

Innovation and technology

INTERACT

Clear communication

Collaboration and teamwork

Adaptability and flexibility

Global literacy

Respect for diversity

Customer service

Performance Measures

In February 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. South Piedmont Community College's 2005-2006 performance is listed below.

Data Source: 2007 NCCCS Critical Success Factors Report

MEASURE	State Standard	SPCC's Performance
Progress of Basic Skills Students	75%	87%
Passing Rates on Licensure/Certification Exams for First-Time Test Takers	80%	90%
Goal Completion of Completers	95%	99%
Employment of Graduates	95%	100%
Performance of College Transfer Students	87.1%	71.4%
Passing Rates in Developmental Courses	70%	79%
Success Rate of Developmental Students in Subsequent College-Level Courses	No difference between developmental and non-development students	N/A
Student Satisfaction of Completers and Non-Completers	90%	96%
Curriculum Student Retention and Graduation	60%	63%
Employer Satisfaction with Graduates	85%	98%
Business/Industry Satisfaction with Services Provided	85%	100%
Program Enrollment	0	0

Academic Calendar

Fall Semester 2007 (16 Weeks)

August 8	Student Orientation
August 13	Convocation
August 14	Registration Ends for 16-Week Session and 1st 8-Week Session
August 15	First Day of Classes
August 16	Last Day to Add a Class (1st 8-week Session)
August 17	Last Day to Add a Class (16-week Session)
August 20	Last Day to Drop a Class and Receive a Refund (1st 8-Week Session)
August 24	Last Day to Drop a Class and Receive a Refund (16-Week Session)
September 3	Labor Day Holiday (College Closed)
September 18	Financial Aid Withdrawal Penalty Period Ends (1st 8-Week Session)
September 24	Last Day for Student Initiated Withdrawal (1st 8-Week Session)
October 10	End of 1st 8-Week Session
October 11 - 12	Student Break (No Classes)
October 13	Classes Resume
October 13	Begin 2nd 8-Week Session
October 15	Last Day to Add a Class (2nd 8-Week Session)
October 18	Last Day to Drop a Class and Receive a Refund (2nd 8-Week Session)
October 24	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
November 5	Last Day for Student Initiated Withdrawal (16-Week Session)
November 15	Financial Aid Withdrawal Penalty Period Ends (2nd 8-Week Session)
November 19 - 25	Student Break (No Classes)
November 21 - 25	Thanksgiving Holidays (College Closed)
November 26	Classes Resume / Registration Begins for Spring Semester
November 28	Last Day for Student Initiated Withdrawal (2nd 8-Week Session)
December 14	Fall Semester Ends

Spring Semester 2008 (16 Weeks)

January 3	Student Orientation
January 5	Registration Ends for 16-Week Session and 1st 8-Week Session
January 7	First Day of Classes
January 8	Last Day to Add a Class (1st 8-Week Session)
January 9	Last Day to Add a Class (16-Week Session)
January 10	Last Day to Drop a Class and Receive a Refund (1st 8-Week Session)
January 16	Last Day to Drop a Class and Receive a Refund (16-Week Session)
January 21	Martin Luther King Jr. Holiday (College Closed)
February 8	Financial Aid Withdrawal Penalty Period Ends (1st 8-Week Session)
February 14	Last Day for Student Initiated Withdrawal (1st 8-Week Session)
March 3	End of 1st 8-Week Session
March 4 - 5	Student Break (Snow Make-Up Days)
March 6	Classes Resume / Begin 2nd 8-Week Session
March 7	Last Day to Add a Class (2nd 8-Week Session)
March 11	Last Day to Drop a Class and Receive a Refund (2nd 8-Week Session)
March 17	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
March 21 - 28	Student Break (No Classes)
March 21 - 23	Easter Holidays (College Closed)
March 31	Classes Resume / Registration for Summer Term & Fall Semester Begins
April 4	Last Day for Student Initiated Withdrawal (16-Week Session)
April 16	Financial Aid Withdrawal Penalty Period Ends (2nd 8-Week Session)
April 22	Last Day for Student Initiated Withdrawal (2nd 8-Week Session)
May 8	Spring Semester Ends
May 9	Graduation

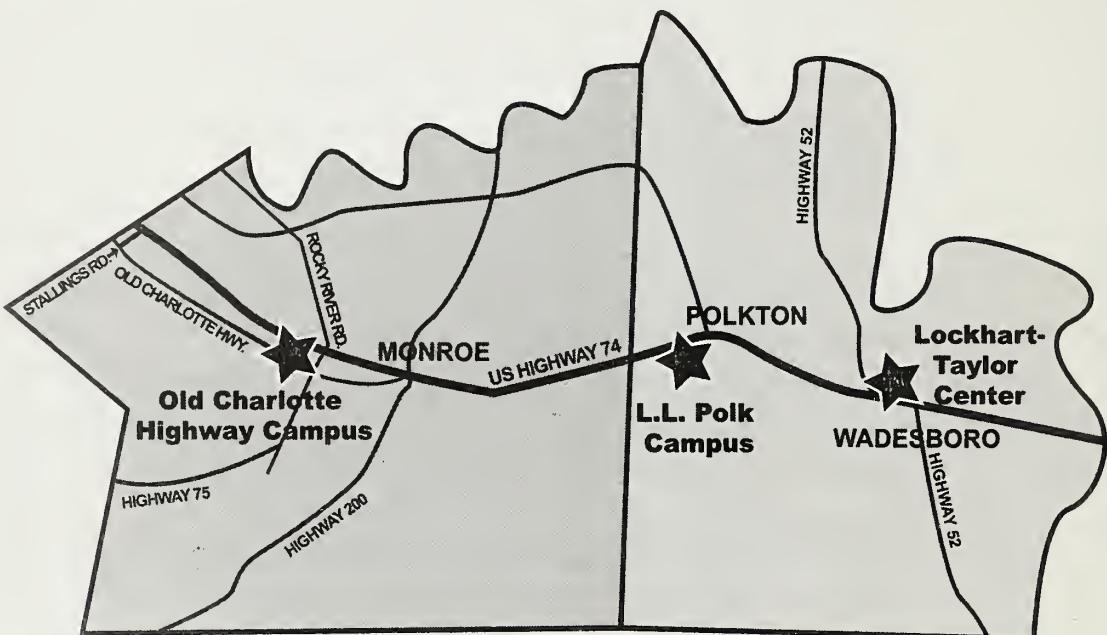
Summer Term 2008 (8 Weeks)

May 26	Memorial Day Holiday (College Closed)
May 29	Registration Ends for Summer Term
May 30	First Day of Classes
June 2	Last Day to Add a Class
June 4	Last Day to Drop a Class and Receive a Refund
July 2	Financial Aid Withdrawal Penalty Period Ends
July 4	Independence Day Holiday (College Closed)
July 9	Last Day for Student Initiated Withdrawal
July 25	Summer Term Ends

Hours of Operation

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College Business Office is open Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Office hours may be extended during registration periods. Summer hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, please check our website <http://www.spcc.edu> or call:



Union County

Old Charlotte Hwy. Campus, Monroe
704-290-5100
800-766-0319
FAX: 704-290-5250

L. L. Polk Campus, Polkton
704-272-5300
800-766-0319
FAX: 704-272-5350

Lockhart-Taylor Center, Wadesboro
704-272-5300
800-766-0319
FAX: 704-272-5475

Anson County

South Piedmont Community College observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas

Admissions Information

Admissions Policy

South Piedmont Community College subscribes to the "open door" policy as set by the North Carolina Community College System. The College will admit all applicants who are high school graduates or equivalent (GED) or 18 years old or older to an appropriate program. The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

A high school diploma or recognized equivalent is required for full admittance to all associate degree programs and all health programs.

While a high school diploma or recognized equivalent is desirable, it is not mandatory for admittance to many diploma and certificate programs. However, it is mandatory for all curriculum health programs, regardless of the level of the program.

A person with less than a high school education may be accepted to South Piedmont Community College on the basis of experience and/or the ability to benefit.

Home schooled applicants must:

- Be registered with the North Carolina Division of Non-Public Education Office.
- Provide written documentation of successful completion of the North Carolina Competency Exam.
- Provide an official copy of a transcript of the high school diploma received.

Admissions Procedure

- Complete and return a South Piedmont Community College admissions application. If you are seeking entrance into a health program, you must have a cumulative GPA of 2.5 on previous college course work. (See Specific Admissions Requirements for Health Programs in this section of the catalog.)
- Apply for Federal Financial Aid Assistance through the FAFSA (Free Application for Federal Student Aid); apply for assistance through South Piedmont Community College Endowed Scholarships.
- Submit official transcripts from high school or General Educational Development (GED) AND from all colleges attended to South Piedmont Community College, Admissions, PO Box 126, Polkton, NC 28135.
- Complete the College Placement Test.
- Attend Student Orientation. Have your College ID made.
- Meet with an advisor in the Faculty Advising Center and register for classes. (Credit will not be granted for courses in which you have not properly registered.)
- Pay for your classes.
- Purchase your textbooks.

Catalog of Record

The catalog that is current when you enroll in the College is called the catalog of record. The program of study listed in your catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, you may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change must be filed with appropriate personnel at the College. (See Declaring and Changing Curriculums in this section of this catalog.)

Any deviation from the catalog of record must receive written approval by the faculty advisor and his/her Department Chair.

If you have not attended South Piedmont Community College for at least one academic year, you must re-enter under the catalog in effect at the time of readmission.

Declaring and Changing Curriculums

When completing an application for admission to South Piedmont Community College, you will select (or declare) a program of study (a curriculum). To change this program of study or to add another program of study, you will be required to meet initially with your program advisor to discuss the change and the reasons behind it. If you are receiving financial aid, you will be required to speak with a Financial Aid representative as to the possible consequences resulting from a program change. Finally, you will meet with a Student Success counselor to confirm this choice and receive final consent. If you have been placed into the Special Credit program by the Admissions Office due to not meeting

all admissions criteria, you must meet all of those requirements before requesting a change. You may change your program only once per semester.

Semester System

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer session is eight (8) weeks and may contain two shorter four-week sessions.

The College is in session six days per week. The number of times that a class meets each week is determined by the number of lecture, lab, and/or clinical hours required for that class.

Student Course Load

You must carry 12 semester hours to be considered a full-time student. Written permission of the Department Chair must be obtained to schedule more than 20 credit hours in one semester.

Your decision about the best course load for you in fall or spring semesters or summer term depends on the amount of time you have to complete your academic work in addition to your other responsibilities. College course work requires more of you than just the time to attend class. You need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

Dropping/Adding Courses

If you decide that the course load you've registered for may be too heavy or too light, you may visit the Faculty Advising Center to drop or add courses during the Drop/Add period without grade penalty. The Drop/Add period is published in the current semester class schedule and in the Academic Calendar published in this catalog.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When dropping a course with a corequisite, both the corequisite and the course requiring the corequisite must be dropped.

College Placement Testing

The purpose of the College Placement Test (CPT) is to enhance your success as a student at South Piedmont Community College. It helps you, as a new student, determine your skills in reading, English, basic mathematics, algebra, and computer competency. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for your success. CPT scores are valid for two years.

All associate degree, diploma, certificate, special credit, high school, and health program applicants must complete the CPT (reading, sentence skills, math, and computer competency) prior to registration.

Exemptions to the CPT policy are as follows:

- Applicants transferring from another institution that have successfully completed a transferable freshman English, reading, mathematics, or computer course will be exempt for the placement test subject area, unless seeking a health program.
- Applicants who have a score of 500 on the SAT Critical Reading section or 21 on the ACT Reading and English sections within the last two (2) years are exempt from the sentence skills and reading placement tests.
- Applicants who have a mathematics score of 500 on the SAT or 21 on the ACT within the last two (2) years are exempt from the mathematics placement test.
- Applicants who are eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Admissions Office with appropriate documentation.

Retest Policy

Retests are allowed when one or more of the following situations apply:

- If you make within 4 points of the cut score in any given section, you may retest in that section only. You should retest within two weeks of the initial test (after a 24-hour mandatory waiting period), and you may only challenge your scores once per year. You have the option to "brush-up" in the Academic Support Lab for up to 10 hours of study time before opting to retest.
- "Special Circumstance" referral sheets will be available to counselors and instructors for instances such as severe test anxiety, documented disabilities, exceptional progress in a developmental/curriculum class, etc. Retests based

on exceptional progress in a developmental/curriculum class must be approved by both the instructor and the Department Chair of Developmental Studies and Academic Support. You must present the form to the Testing Coordinator at the time of retest, at which time validity will be verified.

- If you do not fall into the above categories and are interested in a retest, you must submit proof of developmental intervention (class, tutorials, workbook, etc.) before a retest will be allowed.

You may not retest more than twice per year under any circumstance.

The Testing Coordinators and/or the Director of Testing reserve the right to disallow a retest if there are questions about the validity of a request.

The Testing Center will charge \$1.25 per retest section or a total of \$5 for all sections of the retest. If you wish to retest, you must provide documentation at the time of the retest, at which time the Testing Center staff will ensure eligibility.

General Information

You must show proof of ID (College ID or driver's license) before admission to the Testing Center. The Testing Center staff will offer "pre-test" advisement to you regarding the serious nature of the initial test. Resources are available for you before you take your first test. See the Testing Center staff for more details.

Once you have completed the College Placement Test, the Testing Center staff will refer you to a counselor or to an advisor in the Faculty Advising Center for further assistance. Contact one of the following for Testing/Assessment information:

L. L. Polk Campus:	Director of Testing	704-272-5339
	Testing Coordinator	704-272-5340
Old Charlotte Hwy. Campus:	Testing Coordinator	704-290-5841

Placement Testing for Distance Education Students

Students outside the College's service area should contact the Director of Testing for information on College Placement Testing.

Provisional Admission

If your official transcripts have not been received by the Admissions Office at the time of registration, you may be admitted provisionally. However, all admissions requirements must be completed before the end of the first semester enrolled. Failure to complete all admissions requirements may affect financial aid.

Readmission

If you have withdrawn in good standing and/or have not enrolled for a period of five years or more, you must request readmission status through the Admissions Office. If you have not been active for a period of two years, you may need to have a new or reassigned advisor. New copies of previous academic transcripts and placement tests may be required. Applicants for readmission to limited admissions programs, i.e., health, BLET, etc., must follow regular admissions procedures for those programs. If you have been suspended for academic or disciplinary reasons, you may request readmission after the term of suspension has expired. You will be required to consult with the Vice President of Student Success.

Effective fall semester 2007, no course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for your program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if scores are older than two (2) years.

Specific Admissions Requirements for Health Programs

If you are seeking admission into an SPCC health program, you will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the Health Admissions Requirements brochure located in the Student Success Division of SPCC for the specific admissions criteria for your health program.

You must meet the required placement test scores or complete the general education courses to qualify to take the Nurse Entrance Exam (NET) or the Health Occupations Basic Entrance Test (HOBET). You will be notified of specific dates and times to take one of these tests. The cost of each test is \$15.

Alternates not selected and additional students on the wait lists must reapply for the next year's program.

For specific requirements on each program, see the Health Admissions Requirements brochure located in the Student Success areas on the L. L. Polk and Old Charlotte Highway campuses.

Criminal Records, Drug Testing, and Health Screening

In order to participate in clinical education experiences at health care facilities, you may be required to submit results of an NC State or National Criminal Background Check at your own expense.

Clinical facilities can determine if you are allowed to participate in clinical education at their facilities based on the results of the criminal background checks and drug screens. If you are unable to participate in a clinical experience as required by your health program, you may be unable to progress in that health program and may be unable to complete the program requirements for graduation.

Readmission to Health Programs

If you desire readmission to a health program, you must submit an application for admission along with a re-admittance form to the Admissions Office. You must satisfy all current admissions requirements for your program of choice. **You may only re-enter a health program once. This includes attempts in health programs at other colleges.**

You must reapply at least 90 days prior to the beginning of the semester in which you are seeking readmission. Only those whose cumulative GPA is 2.5 or higher at the time of withdrawal from a health program and with satisfactory clinical and/or ethical performance will be considered for readmission. Those seeking readmission are not automatically guaranteed acceptance into the health program.

In order to be accepted for readmission, you may be required to audit classes (at your expense) that were successfully completed up to the point of withdrawal based on the health program director's discretion. In addition to successfully auditing certain classes, spaces must be available in the health program before acceptance will be granted to an applicant seeking readmission.

Licensed Practical Nurse Refresher

If you wish to refresh for license renewal, you may be admitted to the Licensed Practical Nurse Refresher Certificate program, contingent upon space availability. You must meet admissions requirements. Selection is based on previous academic experience, satisfactory clinical and ethical performance, and appropriate North Carolina Board of Nursing guidelines. Sufficient class enrollment is necessary in order for the class to be offered. LPN Refresher students must submit their Nursing Certificate Number.

Special Credit Student Status

You may enroll as a special credit student without specifying a particular curriculum objective. However, any special credit student desiring a degree or diploma must enroll in an appropriate major and meet all appropriate admissions requirements for that major. A special credit student may be excluded from taking some specific courses and is not eligible for any type of financial assistance.

Admission of International Students (Documented)

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission Form
- System Data Gathering Form
- Residency Application Form
- Permanent Resident Alien Card (and other acceptable documentation)

In order to be considered for in-state tuition rates, any Documented Foreign National applicant must provide convincing documentation that he/she intends to make North Carolina his/her residence (see Residency Classification for Tuition Purposes).

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. You are responsible for your own transportation.

Admission of International Students (Undocumented)

South Piedmont Community College considers admissions to undocumented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission Form
- System Data Gathering Form

Undocumented foreign students are not eligible for Federal Financial Assistance and are considered out-of-state students for residency purposes. Out-of-state tuition charges will apply.

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. You are responsible for your own transportation.

Residency Classification for Tuition Purposes

To qualify as an **in-state resident** for tuition purposes, you **must be a U.S. citizen and have established legal residence in North Carolina for a period of at least twelve (12) months prior to your enrollment** at South Piedmont Community College. Proof of residency can be determined by (but not limited to) the following criteria:

- North Carolina driver's license
- North Carolina State Income Tax Return
- Proof of acquired property in NC (**no rent or lease agreements will be accepted**)
- Listed personal property for taxation purposes

Once you provide satisfactory information to the SPCC Admissions Office, in-state tuition rates will be applied. Failure to provide the requested information will result in being classified as an **out-of-state resident**, and you **will be charged out-of-state tuition rates**.

Transfer Applicants

Transfer students may enter South Piedmont Community College upon meeting requirements as outlined in the admissions requirements. Official transcripts of all previous college work must be submitted prior to evaluation of credit.

Transferring Credit

Educational work taken at a regionally accredited institution in which a grade of "C" or higher was earned and a comparable course is offered at South Piedmont Community College may be accepted as transfer credit. Proficiency credits from other institutions will not be accepted. Transfer credit may be awarded for appropriate military courses. See page 33 for additional information regarding military credit. If you submit transcripts from foreign universities, it is your responsibility to provide accurate translations of (a) the transcript, (b) course descriptions, and (c) the grading system. Credit will be evaluated in the context of the current catalog.

The College will not accept transfer credit for community college courses prior to the change from quarters to semesters in 1997. The time frame for accepting transfer credit is ten (10) years for general education courses except science, which is five (5) years. The time frame for vocational and technical courses is five (5) years. The time frame for developmental and computer courses is three (3) years.

You may petition the Registrar to have related course work over ten (10) years old evaluated. The CPT can be used to determine your ability to complete required course work. Students who place out of developmental courses may have course work over ten (10) years old evaluated.

Transfer credit will be awarded for course work without assigning grades or quality points. To earn a South Piedmont Community College degree, students transferring credits must earn a minimum of 25% of the credits in their chosen curriculum program (excluding general education courses) at SPCC. This includes transfer credits from other colleges as well as between SPCC programs.

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement, approved November 1996, between the State Board of Community Colleges and the Board of Governors of the University of North Carolina, allows for the transfer of Associate in Science and Associate in Arts degree program credits from each community college into each of the 16 public senior institutions of higher education and some private institutions.

For more information regarding the transfer status of specific courses and curriculum, contact the senior institution.

Special Admissions

Enrollment of High School and Intellectually Gifted and Mature Students Under 16 Years Old

The 2001 Session of the NC General Assembly enacted legislation to allow a student under the age of 16 to enroll in a community college if the Vice President of Student Success determines that the student is intellectually gifted and has the maturity to justify admission to the College. Approval must be provided through the local board of education.

Candidates must meet aptitude test scores and achievement test scores of at least the 92nd percentile from an approved list of tests.

Tech Prep

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program.

The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College. Requirements for the Tech Prep advanced placement are:

- Grade of "B" or higher in the course
- A raw score of 80 or higher on the VoCATS post assessment

In order to receive credit as per the agreement, you must enroll at the community college within two years of your high school graduation date and immediately notify the Registrar of your Tech Prep status.

Courses accepted for advanced placement will appear on your transcript. The credit will apply toward graduation but will carry no formal grade or grade points.

Dual Enrollment/Concurrent Enrollment

The Dual Enrollment program offers high school and home school students at least 16 years of age the opportunity to get a head start on a college program by allowing enrollment in South Piedmont Community College courses while still in high school. Official written permission must be obtained from the student's school system.

- Enrollment in curriculum courses requires students to complete the College Placement Test.
- High school and home school students must be at least 16 years of age to concurrently enroll on a space-available basis in any curriculum course.
- High school students must be recommended by the chief administrative public school officer, and the principal must certify that the student is taking the equivalent of one-half of a full-time schedule.
- Home school students must provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.
- Dual enrolled students must submit a completed dual enrollment form for each semester that they wish to enroll.
- Dual enrolled students are limited to enrollment in six (6) credit hours. Permission for enrollment in more than six credit hours must be approved by the Vice President of Student Success.
- Dual enrolled students will be exempt from tuition costs but will be responsible for fees and textbooks costs.
- Dual enrolled students may not take developmental classes (any class below the 100 level).
- Dual enrolled students are subject to the policies and procedures of SPCC pertaining to attendance, confidentiality of records, etc., as found in the College Catalog and the College Student Handbook.
- Students admitted on a dual-enrolled basis are not eligible for student financial aid. Efforts in dual enrollment classes may have an effect on a student's future financial aid eligibility.

Huskins Bill Program

High school students may take college credit courses under a cooperative program agreement (Huskins Bill) and be exempt from applicable tuition. The Board of Education may (but is not required to) pay for the cost of textbooks and fees (not tuition) for high school students enrolled in community college courses, provided the courses in which students are enrolled meet cooperative enrollment criteria.

Sections of Huskies Bill courses are scheduled for the purpose of enrolling high school students. Prerequisites and course admission requirements for high school students are the same as for adult college students. Enrollment in curriculum courses requires students to complete the College Placement Test.

Senior Citizens

Persons 65 years of age or older and who are residents of North Carolina may attend South Piedmont Community College without paying tuition. Other fees will be charged. Verification of age will be required. All prerequisites and corequisites must be met prior to enrolling in the course(s). An exception would be a self-supporting class in which all students enrolled share the cost of the class. Enrollment in curriculum courses requires students to complete the College Placement Test.

Early College

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offer Early College high school programs for students living in each county. Students apply for admission to Anson County Early College or Union County Early College in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Textbooks for their College classes are provided by SPCC. Upon graduation, students then apply to transfer to the college or university of their choice.

STUDENT RECORDS

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of your institutional record for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Letter of acceptance
- Registration and change notices
- Veterans records
- Transcripts
- Registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting you in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

You have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Success or a counselor. You must provide identification and complete a Request for Release of Information form. You will be allowed to view your records within 45 days of the request.

You may not review parental financial information unless the parents give written approval. For additional information pertaining to the Family Educational Rights and Privacy Act, consult the Registrar or Vice President of Student Success.

Directory Information

Certain information is considered to be directory information and may be used for directory purposes unless you specifically request directory information to be protected. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major program of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Most recent previous educational agency or institution attended by the student

Transcripts

You may request copies of South Piedmont Community College transcripts by completing a transcript request form available in the Office of Student Records. You should allow time for processing and mailing.

Students are provided two (2) free transcripts of their academic course work. Additional transcripts will cost \$2 each and will be mailed out within 48 hours of the request. Transcripts on demand can be obtained for a \$5 fee.

Tuition, Fees, and Financial Aid

Tuition and Fees

Tuition is set by state policy and is subject to change without notice.

In-State Tuition

In-state tuition is \$42 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition	\$672.00
Technology Fee	16.00
Activity Fee (\$1 up to 19 hours)	16.00
Accident Insurance	1.20
Academic Support Fee (Tutoring)	5.00
Total	\$710.20

Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina. See Residency Classification for Tuition Purposes section in this catalog for more information. Out-of-state tuition is \$233.30 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition	\$3,732.80
Technology Fee	16.00
Activity Fee (\$1 up to 19 hours)	16.00
Accident Insurance	1.20
Academic Support Fee (Tutoring)	5.00
Total	\$3,771.00

Technology Fee

The Technology Fee is \$1 per semester hour up to a maximum of \$16 for 16 or more semester hours. This fee is used to support the procurement, operations, and repair of computers and other instructional technology including supplies and materials that support the technology.

Activity Fee

The Activity Fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association. This fee is \$1 per semester hour up to a maximum of \$19 for 19 or more semester hours.

Accident Insurance

Accident Insurance provides coverage to you during hours in school. The \$1.20 per semester insurance fee is required and payable with tuition.

Academic Support Fee

The Academic Support Fee is \$5 per student, per semester. This fee supports the efforts of providing academic support to students through tutoring services. The \$5 academic support fee is required and payable with tuition.

Lab Fee

A \$15 per semester lab fee is charged for certain science, health, and industrial technology courses. An additional \$10 per course fee is charged for online courses. An additional \$5 per course fee is charged for blended courses.

Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.)

Payment Plan

South Piedmont Community College participates in the nelnet® tuition payment plan. Check the SPCC website at <http://www.spcc.edu> or contact the Business Office at 704-272-5348 or 704-290-5849 for additional information.

Textbooks and Supplies

The College maintains bookstore services on both campuses. The cost of the textbooks and supplies varies according to your program of study. Contact the L. L. Polk campus Bookstore at 704-272-5376 or the OCH campus Bookstore at 704-290-5848.

Refund Policy

- Full tuition refunds will be made if the College cancels a class or if you drop before the first day of class.
- Seventy-five (75%) percent of the tuition paid may be refunded if you drop the class(es) during the Drop period.
- Tuition refunds will not be granted if you withdraw after the Drop date of the semester, even if you have not attended any class.
- Refunds will not be made in the amount of \$5 or less.

Hope Tax Credit

A Hope Tax Credit can be claimed for each student in a family who is enrolled in higher education at least half-time in an eligible educational institution and who has not yet completed his or her first two years of study. Students financing their own education and who are not claimed as dependents on their parents' tax return, or adults who claim students as dependents, can claim a tax credit for tuition expenses and required fees.

Financial Aid

In order to receive financial aid, you must be enrolled in an academic program for at least six (6) credit hours applicable to your program (some students may be eligible if they are less than half-time) and maintain satisfactory progress in your program of study. Courses not eligible for Federal Financial Aid include:

- Special Credit (not claiming a major)
- Credit by Examination (test-out)
- Audited courses

If you do not possess a high school diploma, GED, or recognized equivalent, you must demonstrate your ability to benefit prior to receipt of Title IV financial aid. Ability to benefit will be determined in accordance with federal guidelines. Assistance may be awarded in the form of grants, part-time employment (work-study), scholarships, or a combination of these.

You must apply for financial assistance each year and are encouraged to apply at least eight (8) weeks prior to the registration day of the semester you intend to enter the College. To receive priority for all types of financial aid, students planning to begin in the fall semester should complete the Federal Financial Aid (FAFSA) application process so that approval is received by June 1.

Free Application for Federal Student Aid and other pertinent information may be obtained from the Student Success Office or by request from: Director of Financial Aid, South Piedmont Community College, Post Office Box 126, Polkton, NC 28135; telephone number 704-272-5325 or the CFNC website at <http://www.CFNC.org>.

Types of Financial Aid Available

Federal Pell Grants

The Pell Grant program is designed to provide assistance to U.S. citizens who attend post-secondary educational institutions at the undergraduate level and who have not yet earned a Bachelor's Degree from any institution. The Financial Aid Office encourages all students seeking financial aid at South Piedmont Community College to apply for a Pell Grant. You may apply for the Pell Grant by completing the Free Application for Federal Student Aid (FAFSA).

Pell grants are awarded each semester using a voucher system. The voucher will cover the cost of tuition, fees, books, and supplies (not to exceed the student's eligible amount). The balance, when other voucher charges are subtracted, will be paid to the student.

All Pell recipients will be monitored for attendance in their classes. Instructors will verify students' attendance through the Financial Aid Office. (See your course syllabi and the SPCC 2007-2008 Student Handbook for Attendance Procedures for Financial Aid Accountability.)

Federal Supplemental Education Opportunity Grant (SEOG)

This federal program offers grants to students who have exceptional financial need. Students must be continually enrolled at least half-time (6 credit hours). You are encouraged to apply no later than March 1 for this grant.

North Carolina Student Incentive Program

Application for this grant is made through the Free Application for Federal Student Aid (FAFSA). To be eligible to receive funds, a student must:

- Be a legal resident of North Carolina
- Be enrolled or accepted for enrollment on a full-time basis
- Demonstrate substantial financial need based on the Free Application for Federal Student Aid information
- Submit application prior to the March 15 deadline of the academic year preceding enrollment
- Not be enrolled in more than 6 hours of developmental course work

North Carolina Community College Grant

Students must be NC residents enrolled for at least half-time (6 credit hours) per semester in curriculum programs. Eligibility is determined based on the same criteria as the Federal Pell Grant. Students not eligible for the Federal Pell Grant may be considered for this grant based on their estimated family contribution as determined on the Student Aid Report. Applicants must complete the Free Application for Federal Student Aid (FAFSA), which is used to also qualify for Federal Pell Grants.

North Carolina Education Lottery Scholarship

The NC Education Lottery Scholarship program was created by the 2005 General Assembly to provide financial assistance to needy North Carolina students. Applicants must be NC residents, meet all eligibility requirements for the Federal Pell Grant except the Expected Family Contribution (EFC) requirement, and enroll for at least 6 credit hours per semester.

Federal Work-Study Program

The Work-Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending South Piedmont Community College. Work-study employment is available on campus on a part-time basis (usually 10-20 hours per week). Students who are interested in College work-study jobs must also apply for Pell Grants and complete an application for employment.

NOTE: Students receiving Federal Financial Assistance of **any kind** must meet satisfactory progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in the Financial Aid Handbook. For more information, contact the Director of Financial Aid, South Piedmont Community College, PO Box 126, Polkton, NC 28135.

Nurse Education Scholarship Loan Program

NC State Education Assistance Authority administers this program. It is available to Practical Nursing and Associate Degree Nursing students who have financial need. This loan is also based on other factors such as academic performance.

Awards range from \$400 to \$5,000 depending upon the student's demonstrated financial need, cost of instruction, other financial assistance, and the amount of funding available through the Nurse Education Scholarship Loan Program (NESLP). To apply for NESLP funds, you must complete the Free Application for Federal Student Aid (FAFSA).

SPCC Emergency Loan Fund

You may borrow up to \$150 to be repaid within 30 days of disbursement. You must be enrolled in a program of study. Special credit status is not an eligible major. You must be in good standing with the College. You may not have any outstanding charges with the College.

Endowed Scholarships

Endowed scholarships are provided through permanent funds established by benefactors and invested by the College. These funds are protected and invested wisely to ensure permanence and growth.

The **Catherine Elizabeth Covington Memorial Scholarship** was established through the generosity of Steve and Anne Covington Leary. One or more merit scholarships will be awarded annually to students preparing for a career through enrollment in an associate degree, diploma, or occupational continuing education program.

The **William Dunlap Covington Endowment** was established through the generosity of Mrs. Anne Miller Covington. At least one scholarship is awarded annually to students in a Business Administration, Accounting, or Office Systems Technology associate degree program.

The **James A. Hardison, Jr. Endowed Scholarship** was established to honor Mr. Hardison, a civic leader and charter member of the SPCC Board of Trustees. One or more scholarships are awarded annually to associate degree students in Business Administration.

The Susan Margaret Horne Scholarship Endowment was established through the generosity of Mr. Kenneth W. Horne, Jr. At least one scholarship is awarded annually to students in the Practical Nursing or Surgical Technology diploma program.

The Hoyle W. Lee Scholarship Endowment was established by the generosity of the Hoyle W. Lee family. This endowment awards one or more scholarships to students pursuing careers in the long-term health care field. Candidates must be enrolled in either the Nursing Assistant or one of the health programs. Preference is given to students who are current or previous employees of Heritage Hills Nursing Home and their children.

The W. Cliff Martin Endowed Scholarship is named for W. Cliff Martin who was a trustee of the College. Mr. Martin was a long-time friend, supporter, and benefactor of the College. Applicants should complete the regular financial aid process and the SPCC scholarship application.

The Brownette Sullivan McLeod Nursing Scholarship is designated for students in practical nursing and other health programs. Mrs. McLeod was a nurse who served in the Women's Army Corps during World War II.

The Ben and Lillian Rivers Scholarship Endowment was established through the generosity of Mr. and Mrs. Charles Allen in memory of her parents. At least one scholarship is awarded annually to students in Criminal Justice, Business, Early Childhood, or other programs leading to a teaching credential. Applicants should complete the regular financial aid process.

The State Utility Contractors Endowed Scholarship, established by Monroe-based State Utility Contractors, Inc., is designed to benefit deserving students from Union or surrounding counties. Applicants should complete the regular financial aid process and the SPCC scholarship application.

Other Named Scholarships

Scholarships available from state and local sources are awarded on the basis of financial need and academic performance. Local scholarships available for students attending South Piedmont Community College are listed below:

- Britt Family Scholarship
- Citizens South Bank Scholarship
- CMH Flooring Products Scholarship
- Creative Foods Concepts Scholarship
- Lois McLean Crumpler Scholarship
- Pat Johnson Memorial Scholarship
- Las Amigas Scholarship
- Premier Fibers Scholarship
- Shelton Scholarship
- State Employees' Credit Union Foundation Scholarship
- Teacher./Nursing Scholarship
- Wachovia Technical Scholarship
- Wade Manufacturing Company Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the SPCC Director of Financial Aid. Application forms may be secured from the Financial Aid Office at SPCC.

Veterans Benefits

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, a student must:

- Have a high school diploma or GED
- Be enrolled in a specific curriculum program

Certain other requirements may also apply. All previous college course work must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Not all courses are approved for VA educational benefits. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Contact the Financial Aid Office for a list of programs or classes that are eligible.

NOTE: Test-outs, independent studies, audits, and classes offered by cassette are not eligible for VA benefits. Students taking 8-week classes may be subject to a pro-rating of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact the Financial Aid Office, South Piedmont Community College, PO Box 126, Polkton, NC 28135.

The Tuition Assistance Program

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units or from the address below:

AGESO
4105 Reedy Creek Road
Raleigh, NC 27607-6410

Vocational Rehabilitation

Vocational Rehabilitation is available to certain students with mental, physical, or emotional disabilities that limit their employment opportunities. For more information, contact the Vocational Rehabilitation Office in the area or write:

Department of Human Resources
Division of Vocational Rehabilitation Services
Raleigh, NC 27611

North Carolina Community College Child Care Assistance

Child care assistance may be available to students who are single parents and have custody or joint custody of children. Child care providers must be licensed by the state of North Carolina. Applications are available in the Financial Aid Office.

Workforce Investment Act (WIA)

WIA funds may be available to qualified students. Assistance may be provided for textbooks, tuition, fees, child care, transportation, and supplies. The duration of any individual WIA award is based upon the availability of funds as well as student satisfactory progress measures that may be imposed. Students should contact their local county Job Link Center for more information.

Maintaining Eligibility for Financial Aid

Federal regulations require that students receiving financial aid must be making satisfactory academic progress. South Piedmont Community College makes these standards applicable to all federally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For federal financial aid purposes, satisfactory progress is measured in two ways, qualitative and quantitative.

Qualitative Measurement

Each semester (if you are a financial aid student) your cumulative grade point average (GPA) is calculated. You must achieve a minimum GPA of 2.0. Failure to attain the required grade point average results in a semester of probation. During this probationary semester:

- You must work to raise the GPA to 2.0
- Your financial aid continues

At the end of one semester of probation, if you have not achieved a satisfactory GPA, financial aid will end. To restore the financial aid award, you must enroll and continue in a curriculum until your GPA is at an acceptable level. During this time, you receive no financial aid.

A student who enrolls and withdraws from all classes is not considered to be making satisfactory progress.

Quantitative Measurement (Percent of Courses Taken)

You (as a student receiving financial assistance) must complete 67% of all credit hours attempted. You must also be evaluated in increments of not more than half the program or one academic year, whichever is less.

Diploma Programs: Evaluations are made at the end of the fall semester. You will be notified if you will lose your eligibility in the spring semester. Evaluations are made at the end of summer term with notification given if you will lose eligibility for the fall semester.

Degree Programs: Evaluations are made at the end of the spring semester. You will be notified if you will lose your eligibility in the fall semester. Evaluations are made at the end of the fall semester with notification given if you will lose eligibility for the spring semester.

Maximum Allowable Credit Hours

You are expected to enroll and satisfactorily complete the total number of credit hours and courses to graduate from your program. For financial aid, federal regulations limit the maximum allowable credit hours to no more than 150% of the total credits of the program. In other words, you cannot have attempted more than 150% of the total number of credit hours required for graduation. If more credit hours are taken, no financial aid can be awarded for the program of study.

Example: To graduate from Accounting, 68 credit hours are required. Multiply that times 150% to find the most credit hours allowed ($68 \times 150\% = 102$). The maximum number of credit hours allowed for Accounting is 102. If you are over the maximum allowable credit hours for your program, you will be ineligible to receive financial aid.

Important Considerations

Changing programs of study will greatly affect satisfactory progress. All hours previously taken at South Piedmont Community College will count toward progression. Hours previously taken at another institution that are transferred to SPCC will also count toward progression.

Withdrawals, changes to audit status, incomplete courses, and repeated courses count toward hours attempted.

Developmental courses numbered below 100 are not included in the quantitative measurement. You are allowed only one year of financial aid (30 hours) to complete developmental courses.

Satisfactory Progress for Veterans

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid. The required cumulative grade point average (GPA) is 2.0 on all attempted work.

A veteran who does not make satisfactory progress will be placed on probation for one semester. During that semester of probation, the veteran must focus on raising his/her GPA to the acceptable minimum of 2.0. During this first semester of probation, the student will continue to receive financial aid.

At the end of this semester of probation, the student's GPA must be at the acceptable minimum of 2.0. If it is not, veterans' benefits will be terminated. Benefits may be restored by enrolling in the curriculum with no VA benefits until the student's GPA increases to the acceptable minimum.

The veteran student who enrolls in two or more subjects and fails, changes to audit status, or withdraws from all subjects, will be classified as having made unsatisfactory progress and benefits will be terminated.

Appeals Procedures for Financial Aid

In order to appeal financial aid termination, you must document mitigating circumstances in writing. Examples of cases where waiver will be considered may include injury to you, illness of an immediate family member or yourself, or death of a family member.

- You must complete the Financial Aid Termination Appeals Form and submit it to the Director of Financial Aid.
- A Financial Aid Team will review the appeal to determine whether or not termination of aid is justified. Written notification of the Team's decision will be sent to you.
- If you wish to appeal the decision of the Financial Aid Team, you may request a hearing with the Financial Aid Team for final determination.

Student Success

Mission of Student Success

The mission of the Student Success Division is to provide systematic support services to help you reach your educational and career goals. These services support the instructional programs, are in keeping with and complement the philosophy of South Piedmont Community College.

Counseling

The College provides counseling services to help you succeed in your educational program. Counselors can also help you with more personal problems that might affect your progress. Requests for these services can be made at the Student Success Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Brochures containing self-referral forms are available to all applicants and students. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact the Disability Services Provider in the counseling office at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.
- Students who have identified themselves as having disability may request accommodations from the Disability Service Provider. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by the Disability Services Provider who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see the Disability Services Provider for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Vice President of Student Success.

Reasonable Accommodations

The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving "a reasonable reciprocal effort" on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is "reasonable" involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An "individualized assessment" of the student's situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student's rights to be provided equal access and the College's right to protect the integrity of its services and programs.

Career Exploration

The Counseling Offices house the Career Centers to offer programs, workshops, and counseling to assist students, alumni, and employers to explore their place in the workforce. A variety of interest, aptitude, and personality assessments is available. These assessments provide information that can be used to make career decisions. Counselors are available to discuss assessment results, the area job market, educational programs, financial assistance, and other special programs. The Career Centers maintain a collection of books and resources that focus on career development, career exploration, and personal development.

The counselors can also assist students and alumni with employment opportunities. SPCC counselors and the area Employment Security Commission Job Link Centers work together to assist students, alumni, and area residents to gain employment. Help is provided with resumes, interviewing, and job search skills. While there is no guarantee that students and alumni will be placed in jobs of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

In conjunction with the Employment Security Commission Job Link Centers, the Department of Social Services, and other local service agencies, SPCC offers Career Day and Job Fairs to students, alumni, and area residents.

College Days and Transfer Information

During the fall semester, SPCC hosts a College Day for students, alumni, employers, and community residents who wish to obtain their bachelor's degree. Representatives from four-year colleges and universities attend this important event.

College materials (catalogs and admissions applications) and transfer information are available in the Career Centers. SPCC counselors can answer questions about the transfer process.

Voter Registration

Students and employees who have not registered to vote may register in the Student Success Office at either the L. L. Polk or Old Charlotte Highway Campuses. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Student Success staff member.

Orientation

All new students are expected to participate in an orientation program conducted each semester by the Student Success staff and other College personnel. The purpose of orientation is to acquaint you with the campus, student leaders, and support services, as well as to discuss policies and regulations of South Piedmont Community College.

At orientation you will become familiar with the following:

- Campus regulations and policies governing student behavior
- Financial aid, veterans benefits, child care assistance, work-study opportunities, and academic scholarships
- College support services available to students such as peer tutoring, counseling, and disability services
- Academic policies to include registration, drop/add, withdrawal, grading system, and change of program procedures
- Clubs and activities for student participation
- Library services

Services to Continuing Education Students

The following student services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

Social and Cultural Activities

South Piedmont Community College offers a well-rounded program for the social and cultural development of its students. Lectures and exhibits of various kinds are held periodically during the year. Notices of these events are posted in the Student Newsletters, on various bulletin boards, and on the kiosks throughout the campuses.

Student Organizations and Clubs

Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Executive Board consists of six (6) members who are elected annually. The Executive Board along with the SGA Senate serve to provide leadership and coordination for all student-sponsored activities and events at SPCC. The SGA Senate is comprised of two (2) delegates from each of the academic programs. Delegates are selected by academic program advisors and serve a term of one year. Delegates serve on committees to organize and conduct activities throughout the year and to provide a vital communication link to all of the students at SPCC.

Advertising and Graphic Design Club (JPEG—Jam Packed Explosive Graphics)

JPEG provides an organization for graphic design students who are enrolled in the Advertising and Graphic Design curriculum. The organization serves to support and enhance collegiate experiences through participation in local community services projects and various professional and social activities that promote the personal, professional, and social development of enrolled students.

Campus Crusade for Christ

Campus Crusade for Christ is an interdenominational club committed to sharing the gospel of Jesus Christ. Campus Crusade for Christ provides regular opportunities for Christians to grow in their faith and provides support and encouragement for students, faculty, and staff at SPCC. The club has an open door policy and invites all members of the College community to attend meetings.

College Transfer Club

The College Transfer Club promotes leadership, fellowship, and communication among members and the academic community; explores academic options with four-year schools of interest; eases the transition to four-year schools; provides information on the transfer processes; and presents opportunities for extracurricular activities, advanced learning projects, and educational field trips.

Criminal Justice Student Association (CJSA)

The Criminal Justice Student Association is comprised of students interested in careers in corrections, law enforcement, security services, or the judicial system. CJSA emphasizes leadership, community service, and fellowship.

Extreme Players Club

SPCC Extreme Players Club serves to provide the students of SPCC with fun and entertaining ways to spend free time away from class. The club strives to organize activities which promote recreational interaction between students from SPCC and surrounding colleges.

Future Educator's Club

The Future Educator's Club allows students interested in the development of young children to socialize with peers who have the same interests and goals. Club members participate in community service projects that emphasize helping, sharing, and caring, which are characteristics of good child care.

Health Programs Clubs

Health Programs Clubs provide an opportunity for students in health education programs to know each other and offer support for one another. Students participate in community service projects such as health screenings, blood drives, and preventative health workshops.

- Medical Assisting Club
- Practical Nursing Club
- Radiation Therapy Club
- Registered Nursing Club
- Sonography Club
- Surgical Technology Club
- Therapeutic Massage Club

Legal Eagles (Paralegal) Club

The Legal Eagles Club provides members with an opportunity to network and gain exposure within the local legal community. The club also serves to promote the paralegal program within the community and assists with community service projects to benefit the less fortunate.

Literary Arts Club

The Literary Arts Club serves to establish a community of students who can share and publish their short stories, creative nonfiction, and visual art creations. The club conducts literary readings, conducts workshops, and publishes an annual SPCC Literary Arts Magazine.

Organization of Human Service Education (OHSE)

The South Piedmont Community College Organization of Human Service Education promotes professional development and community services for those students pursuing careers in the social or human services field.

Phi Beta Lambda

Phi Beta Lambda (PBL) is a national organization for students planning to enter the business world. The club's aim is to familiarize its members with business operations and functions and the American Free Enterprise System.

Phi Theta Kappa (Alpha Omega Psi Chapter)

Phi Theta Kappa (PTK) is the international honor society of the two-year college. Invitation to membership in PTK can only be extended by the local chapter, Alpha Omega Psi. To be eligible for membership, you must be enrolled in an associate degree program at SPCC, have completed 12 semester hours of course work leading to an associate degree, have a grade point average (GPA) of 3.45, and be a U. S. citizen.

Saving Graces Club (MOA/OST Programs)

The Saving Graces Club is chartered to encourage students within the Medical Office Administration and the Office Systems Technology programs to reach out in service to the citizens of the local community and South Piedmont Community College.

SPCC Alumni Association

Each SPCC student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in SPCC's future activities and growth. SPCC Alumni Association members are invited to take advantage of placement services and other postgraduate benefits that are offered.

Other Services

Faculty Advising Centers

Faculty Advising Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus. Faculty Advising Centers are staffed with SPCC faculty to help assist you in the advising and registration process.

Academic Support Labs

Academic Support Labs are available at both the L. L. Polk and Old Charlotte Highway campuses to assist you in strengthening your academic skills. Students are directed to these labs through faculty and staff referrals.

Peer Tutoring

Peer tutoring is available at no cost to students needing help in a specific course of study. Peer tutors provide individual and/or group help to build a stronger understanding of course material outside of regularly scheduled classes. If a peer tutor is desired, contact the Academic Support Lab. Peer tutors are selected with the approval of the course instructor and the Vice President of Student Success.

Developmental Courses

Students placing into developmental courses as determined by the College Placement Test (CPT) are encouraged to take these courses first, prior to any other curriculum courses. Developmental courses include English, reading, math, study skills, and computers. These courses are instrumental in building the foundation for the curriculum-level courses.

College IDs

SPCC curriculum students should obtain a College ID free of charge at either the L. L. Polk campus or the Old Charlotte Highway campus. You must present an official registration form to Student Success prior to receiving the ID.

Library Services

SPCC has libraries in two locations: the Carpenter Library at the Old Charlotte Highway campus in Monroe and the Horne Library at the L. L. Polk campus in Polkton.

Services to Students: The library is responsive to your needs. The library staff will assist you with your research and routinely provides help with using the computers, formatting papers, and searching the Internet. Instruction on how to use the library's resources is provided at the beginning of the fall and spring semesters. You will be provided with the library's rules, circulation policies, and Internet Use Policy at library orientation or on your first library visit. Librarians routinely provide workshops for students on such topics as Internet use, writing papers in APA and MLA style, and plagiarism. Customized library instruction is available by request.

Library Resources: You have access to over 15,000 items in the library through the online catalog. Resources include books, magazines, newspapers, videotapes, audio cassette tapes, and DVDs. You also have access to over 60 electronic databases through NCLIVE. The library has up-to-date computers with high-speed Internet access available for your use.

Library Card: The SPCC College ID also serves as the library card. Every student should have a current College ID, which is obtained in the Student Success Division. Once you obtain an ID, it should be brought to the library so a student library account can be created. You can then check out library materials and use the library's computers.

Class Rings

SPCC class rings are available to all students. Students wishing to purchase rings should check with the Student Success Office to find out when to order. A ring sales representative will be available during specific times that will be announced in advance.

Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity and provides an effective program of health services consistent with its purpose and reflecting the needs of its students. Health services and information are provided that address the health and well-being of individuals. The Health and Human Services Department programs provide seminars and workshops to students, alumni, and employees on a regular basis. Contact a Health Programs Club member for a list of those events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at your expense to provide necessary medical services.

Policies

Drugs and Alcohol

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol
- An understanding of the effects of drugs and alcohol on personal health and safety

SPCC's drug and alcohol policy prohibits the manufacture, possession, sale, or consumption of any controlled substance and/or alcoholic beverages on campus or at any College-sponsored activity. The College may impose disciplinary sanctions up to and including expulsion and referral for prosecution for violations of these policies. Refer to the 2007-2008 SPCC Student Handbook for more details.

Firearms or Other Dangerous Weapons Policy

South Piedmont Community College will provide a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

- The College will file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision will be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.
- Action will follow in accordance with the College's personnel or student due process procedures.

Student Conduct

Students at SPCC are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the 2007-2008 Student Handbook, which can be obtained from the Student Success Office.

Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the 2007-2008 Student Handbook.

Inclement Weather

In case of inclement weather conditions that can inhibit automobile driving, the lighting and heating of buildings, etc., SPCC administration will announce closings via radio and television stations within the service area. The same schedule of notices will apply with any other emergency situations that may occur. Television stations that will carry announcements of closings are WBTV (3) Charlotte, WSOC (9) Charlotte, WBTW (13) Florence, WCNC (36) Charlotte, Carolina Cable (14) Charlotte. Area radio stations that will carry the announcements include WLWL 770 Rockingham and WIXE 1190 Monroe.

It is the policy of SPCC to make up all instructional days missed due to inclement weather by one or a combination of the following ways:

- Reschedule missed days by using scheduled breaks, by utilizing weekend days, or by extending the last day of the semester.
- Add the appropriate number of minutes to the remaining classes.
- Assign special out-of-class projects.

Children on Campus

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class or to work or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students failing to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus child care arrangements can be made.

Phone Calls

You will not be called out of class to receive personal calls except in the case of an emergency. You should not request the use of telephones in any office.

Use of Electronic Devices (Cell Phones)

South Piedmont Community College is committed to fostering a learning friendly environment. Electronic communications devices can be detrimental to the learning environment. Therefore, the use of cell phones and beepers in the classroom, library, or labs is prohibited.

Smoking

Smoking is prohibited in all South Piedmont Community College buildings. Smokers are invited to use the designated smoking areas outside each building where ashtrays are provided.

Campus Housing

SPCC does not have dormitory facilities. The Student Success Office may assist in obtaining information about area rentals when available.

Academic Policies and Procedures

Academic Integrity

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating and plagiarism. It is your responsibility to learn more about how to avoid academic integrity violations by referring to the 2007-2008 Student Handbook, enrolling in one of SPCC's Study Skills classes, or contacting library staff for help.

Students who choose to participate in an academic integrity violation, which includes but is not limited to cheating on tests, turning in homework done by or copied from someone else, turning in documents off the Internet and claiming the work as their own, plagiarizing within papers, or performing or aiding others in activities that are academically dishonest will receive an "F" or "0" for that work. The instructor will notify you in writing the details of the academic integrity violation and that an "F" or "0" has been given for the assignment. This grade will be included in the calculation of the final grade for the class. The violation and grade will be reported to the Department Chair and the Dean of General Studies and Academic Support and the Dean of Professional and Technical Studies for further disciplinary action, which ranges from a reprimand to expulsion. The Deans will keep a file of your violation(s) and forward each violation to the Registrar's office, where it will be recorded in your permanent academic record. Refer to the 2007-2008 Student Handbook for the complete Academic Integrity Policy and disciplinary sanctions.

Attendance Requirements

SPCC recognizes that you are an adult with many responsibilities. An occasional absence might be absolutely necessary. However, such absences in no way lessen your responsibility for meeting the requirements of the class.

Regular class attendance and punctuality are essential to student learning and the successful completion of a course. Absences are counted from the first official meeting of the class regardless of when you register for, or enter, the class. You will be considered absent from a class if you are not present at the time the instructor calls roll.

Missed class work cannot be made up. Zeroes will be given for any graded assignments, including lab work, quizzes, tests, exams, activities, journals, etc., that are due on the day of an absence. At the instructor's discretion, extenuating circumstances MAY allow for exceptions to this rule. However, instructors are NOT required to accept extenuating excuses and exceptions to this rule should be rare.

You are responsible for the notes and the work assigned during your absence from class. It is your responsibility to find out what work was missed and what assignments are due at the next class meeting. You should refer to the 2007-2008 Student Handbook for more details.

Alternative Ways to Earn Credit

South Piedmont Community College provides the opportunity to earn credit through alternative methods of instructional delivery.

Distance Learning Education

Distance learning delivery systems at SPCC include online courses, blended courses, interactive television courses, and telecourses.

Online (Internet, Blackboard) courses are taught via the Internet which gives you the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to your schedule. Online courses are offered as part of the College's regularly scheduled classes. The College's course management software is called Blackboard. More information and support documentation about this software can be found online at <http://www.blackboard.com>.

SPCC's online courses can be accessed by going to <http://nclc.blackboard.com>. A username and password are automatically created for you. Your username is spcc- followed by your last name, first initial, and middle initial. For example, John Q. Public's username would be spcc-publicjq. Passwords are usernames plus the last four digits of your social security number. Again, the user John Q. Public would have the password spcc-publicjq0000, where 0000 are the last four digits of his social security number.

Blended courses are courses that blend face-to-face learning with various distance learning delivery methods. The most frequently used delivery method is online learning. These courses require you to participate in both a seated classroom and an electronic learning environment. Blended courses may include portions of Internet, interactive television, and telecourse activities.

Interactive Television, or ITV, courses have two-way interactive video technology that connects teaching locations throughout the state. ITV enables you to attend face-to-face classes that may be taught at SPCC or received from another institution. ITV enables the course instructor and students in classrooms at one location to see, hear, and talk to students in comparably equipped classrooms at other locations.

Telecourses are pre-recorded classes that are shown at specific times via the UNC Public Broadcast Station or viewed at your convenience. Telecourse students work independently, watch televised or recorded programs, and read printed material with guidance from the instructor who uses a variety of communication tools and instructional techniques. The instructor for each course will set the requirement for on-campus orientation or meetings, classes, and testing.

Web-Enhanced courses are regular classroom courses that have a supplemental course site in Blackboard. The instructor may post course documents such as the syllabus and handouts there, or they may use the gradebook to help you keep up with your grades. Some instructors may require that class assignments be handed in via Blackboard. Some may do all their testing in the course's Blackboard site.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same for traditional schedule courses. There is, however, a \$10 fee for courses that use Blackboard as the sole mode of delivery (IN sections - online/Internet/Blackboard courses) and a \$5 fee for blended courses (B sections).

Students participating in distance learning courses must:

- Complete the College Placement Test.
- Complete or test out of prerequisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements in order to participate in distance learning courses.
- Complete orientation if it is required for the course.
- Complete all assigned course work, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online courses and blended courses using the Internet on or before the last published access date. These dates are published in the schedule, on the College's website, and at <http://nclc.blackboard.com> (click on South Piedmont Community College).
- A listing of specific services for distance education students can be found on the College's website <http://www.spcc.edu>.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. You must decide if you are a good match with a distance learning course. As a distance learning student, you need to be self-motivated and willing to work 12 to 15 hours every week on a course. You should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take tests.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. Equipment often used for distance learning courses is:

- Television
- DVD player
- CD player
- Computer with an Internet connection
- VCR

In addition, if the course is a televised telecourse, you must be able to receive the UNC Public Broadcast Station. Knowing how to record the shows will allow you to watch the programs when it is convenient.

When taking online and blended courses using the Internet, you must have access to a computer and a reliable Internet connection. Although some computers on campus are connected to the Internet, you must not rely on campus computers as your sole means of accessing your courses. Some courses will require specific versions of software packages. Your computer must be loaded with the required software and be able to run it.

Cooperative Education

Cooperative Education (Co-op) is a program that integrates classroom learning with practical work experience in a work setting related to your program of study. The objective of cooperative education is to expand your learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. You will work under a structured learning plan and under the guidance of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. Co-op may be taken during the last one or two semesters before graduation. If your program of study has a Co-op requirement, you should work with your advisor to plan your program of study.

To be eligible to participate in the cooperative education program, you must meet the following minimum requirements:

- Be enrolled in a curriculum program at South Piedmont Community College.
- Be within one or two semesters of degree completion.
- Have and maintain a grade point average of 2.0 or higher.
- Have the approval of your advisor in your program of study and the Co-op Coordinator.

Credit By Examination

A student may request, through the course instructor and the Department Chair, a credit by examination for a given course by demonstrating the required level of proficiency for that course.

- Credit by examination must occur during the Add period.
- Financial aid does not pay for credit by examinations.
- A grade is given.
- Exams may be scheduled at the discretion of the Department Chair involved.

This credit will be based on a departmental examination which will be given with the permission of the course instructor and the Department Chair. A completed "Credit by Examination" form with appropriate signatures must be submitted to the Student Records Office.

The credit by examination may be attempted only once for each course. If a grade of "D," "F," or "I" has been received for the course, a student is not eligible to take a credit by examination for that course. Students who drop or withdraw from a course are ineligible to take a credit by examination for that course during that semester.

Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Success Office.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTEs General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to your current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

Educational Experiences in the Armed Services

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, "Guide to the Evaluation of Educational Experiences in the Armed Services"). Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which you are applying. Official transcript of successful completion of the course is required.

Experiential Learning

Experiential learning credit may be available upon request. For further information, contact the Vice President of Student Success.

Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conferencing, schedule modification, etc. are not available. Generally, independent study courses are used when you have an immediate need for a course in order to fulfill your graduation requirements. Independent study classes are rare and must have the approval of the Department Chair and the Dean prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in your program of study. The classes will be scheduled with the faculty member of the

course. During the semester the faculty member will meet with you either by mail, telephone, e-mail, or personally to discuss/assess your progress toward meeting the course learning outcomes and for conducting the course assessment processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Veterans Benefits and/or financial aid:

- You must meet with the South Piedmont Community College Financial Aid Officer.
- You must have completed 15 semester hours of course work at South Piedmont Community College in the current major with a grade point average of 2.0 or better.
- You must have completed developmental work as determined by the admissions requirement in the current major.

Course Substitution

You may request to substitute an equal or higher level course required in your program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Required Core Courses" in the Programs of Study section of the College catalog. All substitutions must be approved in writing by your advisor, appropriate Dean, and/or Vice President of Student Learning.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

Course Withdrawal, Course Repeats, and Grade Forgiveness

Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of "W" following the Drop period and through the 70% point of the semester. You must see a counselor and complete a "Withdrawal Form." This form must be signed by you and your counselor and be submitted to the Student Records Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- May affect your financial aid status
- May affect your transfer grade point average
- May affect your anticipated graduation date

After the 70% point of the semester, if you must withdraw from one or more classes, the Vice President of Student Success may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- Get an administrative withdrawal request form from the Student Success Office.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Success formally approves the withdrawal, the instructor will assign an appropriate grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing).

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn.

Repeating Course Work

You may repeat a course one time for which you received credit regardless of the grade received unless specified in the curriculum. Although both grades will appear on your record, only the higher grade will be counted toward the cumulative grade point average.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is your responsibility to determine your status in regard to financial aid.

Students who have been dismissed from (or who have dropped out of) health programs classes will not be permitted to repeat health classes without being officially accepted into the health program.

Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than five years old with a grade of less than "C" excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a "C" are eligible for grade forgiveness.
- You must complete a grade forgiveness form that can be obtained from the Registrar's Office.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier course work remains on your transcript but is not calculated in the cumulative grade point average.
- In instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing your grade point average.

Grades

The evaluation of your course work will be reflected in a final letter grade assigned by your instructor at the end of each semester or term. The 4.0 quality point system is used to calculate your quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I*	Incomplete	0
W*	Withdrawal	0
WP*	Withdrawal Passing	0
WF	Withdrawal Failing	0
AU*	Audit	0
T*	Transfer	0

* These grades do not affect GPA.

Grade Point Average (GPA)

GPA is a calculation of your credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. The hours for a grade of WF are computed when calculating GPA. A minimum GPA of 2.0 in your program of study and overall is necessary to meet grade requirements for graduation.

Academic Evaluations

Your academic evaluation identifies the course requirements for your program, indicates which of these courses you have completed, and reflects your program of study GPA (courses, grades, and quality points included in the program). You may obtain an academic evaluation from your advisor or from the Faculty Advising Center.

Course Auditing

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the Drop/Add period. The participation of auditors in class discussions or examinations is optional with the instructor. You are expected to pay regular tuition and fees for audited courses. Federal regulations will not allow you to receive financial aid for courses being audited.

Incompletes

An instructor may assign a grade of "I" if you are unable to complete all the requirements of a course subject to the following conditions:

- You have regularly attended class.
- You have completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond your control interfere with your ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that you can complete the remaining work by the last day of classes of the following semester or term.

"I" grades cannot be awarded to you if you do not attend class, do not complete work, do not withdraw, or request an "I" to avoid receiving a failing grade.

If you meet the conditions above and seek an incomplete in a course, you should discuss the appropriateness of an incomplete grade with your instructor. Incompletes must have approval of both the instructor and the Department Chair. The incomplete grade becomes a contract between the instructor and you. If the work is not completed by the instructor's required completion date or by the last day of classes of the following term, the "I" is automatically converted to an "F." You should refer to the 2007-2008 Student Handbook for more details.

Appeal of Course Grade

Any student alleging that an instructor has unfairly assigned a final grade may use these procedures in seeking corrective action.

First, you should consult with the instructor issuing the grade within five (5) working days after the grade was mailed to you. If, after consultation with the instructor, the complaint is not resolved to your satisfaction, you should, within five (5) working days, consult the chairperson of the department in which the instructor taught the course for which the questioned grade was issued. If the instructor is the Department Chair, this step should be directed to the Vice President of Student Learning.

Should the matter remain unresolved after conferring with the Department Chair, you may file a formal appeal of the grade. The appeal must be made in writing within five (5) working days after the conference. This appeal letter should be addressed to the Student Appeal Team and submitted to the Vice President of Student Learning. The letter must list the (1) course number, title, section, and time scheduled; (2) instructor; (3) grade issued; (4) error charged by the student; (5) date and time of consultation with the instructor; and (6) any corrective action being requested.

Upon receipt of the written appeal, the Student Appeal Team will hold a hearing within ten (10) working days of the receipt of the written appeal. You and the instructor will be notified of the date, time, and location of the hearing. You and the instructor may present pertinent information and evidence. The Student Appeal Team will render a decision on the appeal within five (5) working days after the hearing. The decision of the Student Appeal Team is final.

Probation Policy

The Vice President of Student Success reviews students' academic progress each semester. The first semester you have a grade point average below the minimum of 2.0 required for the cumulative hours attempted for your current major, you will be placed on **academic intervention** and will be required to take ACA 090 (Study Skills) as one of your classes. Academic intervention will not limit the number of hours you may take during that semester. You will have one semester to meet the required grade point average for your current major. Failure to do so will result in being placed on **academic probation**. During the academic probation period, your hours will be limited.

Failure to attain the required 2.0 grade point average during the probationary semester will result in one or more of the following:

- A further semester of probation
- Limited academic course load and counseling
- A loss of financial aid
- A loss of VA educational benefits
- Academic suspension for a semester or more
- Other as defined by the Vice President of Student Success

Students suspended for academic reasons will automatically be on probation for their first returning semester.

Appeal of Probation

A student may appeal the decision of the Vice President of Student Success by notifying the President no later than five (5) days following the notification of probationary status. The President's decision is final.

Requirements for Graduation

In order to receive a degree, diploma, or certificate, you must submit a Graduation Application form. The Graduation Application form is available in the Student Success Office at either campus or on the SPCC website. The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department.

- You must have a 2.0 ("C") grade point average in your major and an overall 2.0 ("C") grade point average.
- You must have completed all required courses in order to graduate.
- All departmental requirements must have been satisfied.
- All property of the College, i.e., library books, videos, tapes, etc., must be returned.
- All fees due to the College must be paid.
- Residency requirements must be met. Students transferring credit must have earned one-quarter of the hours required in the program (excluding general education courses) at South Piedmont Community College.
- Presence at graduation is a requirement. When attendance is impossible, you may petition, in writing, the Vice President of Student Success for permission to graduate in absentia.
- Graduation exercises will be conducted at the end of spring semester for students who will complete **all** course work by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, you must submit official transcripts to the SPCC Records Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. You will not receive your diploma until your official transcripts have been received and evaluated by the SPCC Registrar.

SPCC Graduation/Persistence Rates

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available upon request from the College and Community Relations Office.

Honor Graduates

If you will receive an associate degree and have a grade point average of 3.5 or higher in your major, you will be listed as an honor graduate on the graduation program. Honors will be noted on your diploma.

Honor graduates must have completed at least one-half ($\frac{1}{2}$) of the credit hours required for a degree from South Piedmont Community College.

Programs of Study

The Student Learning Division of South Piedmont Community College offers programs of study and training in a wide range of career and interest areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Most courses are offered on a semester basis. A semester is 16 weeks or 80 school days. Courses may be offered in a more compact format such as 12-week or 8-week sessions. Courses are also offered in a more compact format during the summer session.

Courses are offered during the day, at night, on weekends, and as distance learning. Not all programs offer courses at all of these times or as distance learning options. Check with your advisor or with the Student Success Division for more information.

Degree Programs

College Transfer

Associate in Arts	A10100
Associate in Arts - Elementary Education.....	A1010R
Associate in Science	A10400

Non College Transfer

Associate in General Education	A10300
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Career Oriented

Accounting.....	A25100
Advertising and Graphic Design.....	A30100
Air Conditioning, Heating, & Refrigeration Technology	A35100
Associate Degree Nursing (Non-Integrated).....	A45120
Biomedical Equipment Technology	A50100
Biotechnology.....	A20100
Business Administration	A25120
Business Administration - Electronic Commerce	A2512I
Computer Information Technology	A25260
Computer Programming	A25130
Criminal Justice Technology.....	A55180
Early Childhood Education	A55220
Early Childhood Education - Special Education.....	A5522A
Early Childhood Education - Teacher Associate	A5522B
Electrical/Electronics Technology	A35220
Fire Protection Technology.....	A55240
General Occupational Technology	A55280
Human Services Technology - Social Services	A4538D
Industrial Systems Technology.....	A50240
Medical Assisting.....	A45400

Medical Office Administration.....	A25310
Medical Sonography.....	A45440
Networking Technology.....	A25340
Office Systems Technology.....	A25360
Paralegal Technology.....	A25380
Radiation Therapy Technology.....	A45680
Surgical Technology	A45740
Therapeutic Massage.....	A45750

Diploma Programs

Air Conditioning, Heating, & Refrigeration Technology	D35100
Autobody Repair.....	D60100
Business Administration.....	D25120
Business Administration - Electronic Commerce	D2512I
Computer Programming	D25130
Criminal Justice Technology.....	D55180
Early Childhood Education	D55220
Early Childhood Education - Special Education	D5522A
Early Childhood Education - Teacher Associate	D5522B
Electrical/Electronics Technology	D35220
Human Services Technology - Social Services	D4538D
Mechanical Engineering Technology.....	D40320
Medical Assisting.....	D45400
Medical Office Administration - Medical Insurance Coding	D25310
Office Systems Technology.....	D25360
Paralegal Technology.....	D25380
Practical Nursing	D45660
Surgical Technology	D45740
Therapeutic Massage.....	D45750

Certificate Programs

Accounting.....	C25100
Advertising and Graphic Design - Graphic Design.....	C30100
Advertising and Graphic Design - Advertising Layout.....	C30100A
Advertising and Graphic Design - Creative Design	C30100B
Air Conditioning, Heating, & Refrigeration.....	C35100
Air Conditioning, Heating, & Refrigeration.....	C35100A
Autobody Repair	C60100
Basic Law Enforcement Training	C55120
Business Administration	C25120
Business Administration - Small Business Management	C25120A

Business Administration - Electronic Commerce	C2512I
Business Administration - Electronic Commerce Entrepreneur	C2512IA
Computer Information Technology	C25260
Computer Programming	C25130
Criminal Justice Technology.....	C55180
Database Programming	C25130A
Early Childhood Education	C55220
Early Childhood Education - Curriculum Development	C55220CU
Early Childhood Education - School Age Care	C55220A
Early Childhood Education - Special Education - Learning Disabilities	C5522A
Early Childhood Education - Teacher Associate	C5522B
Early Childhood Education - Teacher Associate - Activities.....	C5522BA
Electrical/Electronics Technology - Electrical.....	C35220
Electrical/Electronics Technology - Digital Electronics	C35220DE
Electrical/Electronics Technology - Industrial Electronics.....	C35220IE
Foodservice Technology	C55250
Human Services Technology - Social Services	C4538D
Human Services Technology - Social Services - Substance Abuse.....	C4538DA
Industrial Systems Technology - Maintenance	C50240M
Industrial Systems Technology - Welding.....	C50240W
Infant/Toddler Care.....	C55290
Licensed Practical Nurse Refresher.....	C45390
Mechanical Engineering Technology - Drafting.....	C40320A
Mechanical Engineering Technology - Design	C40320B
Mechanical Engineering Technology - Industrial Practices.....	C40320D
Medical Assisting - Office Laboratory Technician (COLT)	C45400
Medical Office Administration.....	C25310
Medical Office Administration - Transcription.....	C25310T
Networking Technology.....	C25340
Networking Technology - Routing and Switching.....	C25340RS
Office Systems Technology.....	C25360
Office Systems Technology - Microsoft.....	C25360A

College Transfer

The College Transfer program is designed to parallel the freshman and sophomore years of a four-year college or university. During the first two years of college, students take a program of general course work in the areas of humanities, fine arts, mathematics, science, and social and behavioral science. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. Students may attend full time or part time during the day or evening. Classes are available on the weekend and as distance learning.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the state's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must still meet the transfer university's foreign language and/or health and physical education requirements, if any, prior to or after transfer to the senior institution.

NOTE: Three (3) semester hours credit (SHC) in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts but not for the literature requirement.

Associate in Arts Degree (A10100)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

GENERAL EDUCATION CORE 44 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (12 SHC): Select four courses from at least **three** of the following discipline areas. **At least one course must be a literature course.** One 3 SHC speech/communication course may be substituted for one 3 SHC humanities/fine arts course except literature.

- Music (MUS 110)
- Art (ART 111, ART 114, ART 115)
- Drama (DRA 122)
- Foreign Languages (SPA 111, SPA 112)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 161, HUM 220)
- Literature (ENG 131, ENG 231, ENG 232, ENG 233, ENG 243)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)
- Speech/Communication (COM 231)

Social/Behavioral Sciences (12 SHC): Select four courses from at least **three** of the following discipline areas. **At least one course must be a history course (HIS).**

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 150, PSY 241, PSY 281)
- Sociology (SOC 210, SOC 220)

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

- Biology (BIO 111, BIO 112)
- Chemistry (CHM 131, CHM 131A, CHM 132, CHM 151, CHM 152)
- Physics (PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252)
-

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other course may be selected from the Other Quantitative Subjects list below:

- Mathematics (MAT 140, MAT 141, MAT 142, MAT 171, MAT 172, MAT 271, MAT 272, MAT 273)
- Other Quantitative Subjects (Statistics-MAT 151; Computer Science-CIS 110, CIS 115)

OTHER REQUIRED HOURS.....20-21 SHC

Academic Related (1 SHC)

- ACA 111 or ACA 115

Select additional hours from the General Education courses listed above or from the elective and/or pre-major courses listed below:

- ACC 120, ACC 121
- BIO 163, BIO 165, BIO 166, BIO 242, BIO 243, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CJC 111, CJC 121, CJC 141
- COM 140
- CSC 139, CSC 239
- ENG 235
- GEL 111
- HIS 117, HIS 145, HIS 165, HIS 221, HIS 236
- MAT 140A, MAT 141A, MAT 142A, MAT 151A, MAT 171A, MAT 172A, MAT 285
- PSY 243, PSY 246

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM.....64-65 SHC

Transfer Business Majors

Students who desire to transfer into a university school of business should take the following classes as a part of their Associate in Arts program:

ACC 120	ECO 251	CIS 110	MAT 171
ACC 121	ECO 252	MAT 151	MAT 271

Pre-Major Associate in Arts Elementary Education Degree (A1010R)

The Associate in Arts degree Elementary Education is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree in Elementary Education.

GENERAL EDUCATION CORE.....44 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (12 SHC): Select **four** courses from at least **three** discipline areas. **One course must be a literature course.**

Select one course from the following (3 SHC):

- Literature (ENG 131, ENG 231, ENG 232, ENG 233)

The following course is required to substitute for 3 SHC of Humanities/Fine Arts (3 SHC):

- COM 231

One of the following courses is required (3 SHC):

- Art (ART 111, ART 114, ART 115)
- Music (MUS 110)

One additional course from the following discipline areas is required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion (3 SHC).

- Drama (DRA 122)
- Foreign Languages (SPA 111, SPA 112)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 161, HUM 220)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (12 SHC): Select **four** courses from at least **three** discipline areas. **One course must be a history course (HIS).**

Select one course from the following (3 SHC):

- History (HIS 111, HIS 112)

The following courses are required (6 SHC):

- Psychology (PSY 150)
- Sociology (SOC 210)

One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

- Economics (ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 241, PSY 281)
- Sociology (SOC 220)

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

The following course is required:

- Biology (BIO 111)

Choose one:

- Chemistry (CHM 131 and CHM 131A; CHM 151)
- Physics (PHY 110 and PHY 110A; PHY 151)

Mathematics (6 SHC): Two of the following courses are required:

- Computers (CIS 110)
- Mathematics (MAT 140, MAT 141, MAT 142, MAT 171, or higher)

OTHER REQUIRED HOURS.....21 SHC

Academic Related (1 SHC)

- ACA 111 or ACA 115 or EDU 250

Select additional hours from the General Education courses listed above or from the elective, and/or pre-major courses.

- At certain UNC institutions, EDU 216 and EDU 221 may fulfill major requirements; at a majority of institutions the courses will transfer only as free electives. Students should check with the university for the local transfer policy regarding EDU 216 and EDU 221.
- It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Elementary Education select courses that will help meet a corollary studies area. These courses should be selected in conjunction with the requirements at each university, since available corollary studies may not be offered on each university campus. Corollary Studies are comprised of a minimum of 18 hours of community college or UNC campuses' coursework in a choice of four interdisciplinary areas: (1) diversity studies, (2) global issues, (3) the arts, or (4) math, science and technology. Satisfying the UNC Board of Governors' requirement for an academic concentration, corollary studies are appropriate for expanding and deepening the pre-service elementary teacher's knowledge, appreciation and skills in the areas appropriate to the elementary school classroom and curriculum. The following recommended courses in these corollary studies may be taken as general education or as "Other Required Hours."

RECOMMENDED COURSES FOR COROLLARY STUDIES AREAS

I. Diversity Studies

A minimum 18-hour multidisciplinary area of corollary studies that increases the pre-service teacher's knowledge of, respect for, and skills in working with students, families, and communities of diverse abilities, languages, races, and cultural backgrounds. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

- Communication (COM 140)
- History (HIS 221)
- Humanities (HUM 120, HUM 220)
- Psychology (PSY 241, PSY 243, PSY 246, PSY 281)
- Religion (REL 110, REL 221)
- Sociology (SOC 220)

II. Global Issues (Coursework is currently not available to complete this corollary studies area.)

III. The Arts (Coursework is currently not available to complete this corollary studies area.)

IV. Math, Science and Technology

A minimum 18-hour multidisciplinary area of corollary studies that increases the pre-service teacher's knowledge of, respect for, and skills in the areas of math, science, and technology and their interconnectedness. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

Technology:

- Quantitative (CIS 110, CIS 115)

Mathematics:

- Mathematics (MAT 140, MAT 141, MAT 142, MAT 171, MAT 172, MAT 271, MAT 272, MAT 273, MAT 280)
(Math lab credit hours are not included in 18 hour concentration, e.g. MAT 141A)

Science:

- Biology (BIO 112, BIO 163, BIO 165, BIO 166, BIO 242, BIO 243, BIO 250, BIO 271, BIO 275)
- Chemistry (CHM 131, CHM 131A, CHM 132, CHM 151, CHM 152)
- Physics (PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252)
- Geology (GEL 111)

Universities may add math, science and technology choices to this list with courses they have available and deem appropriate.

Two (2) additional hours may be selected from the General Education courses listed above or from the elective and/or pre-major courses listed below:

- ACC 120, ACC 121
- COM 140
- CSC 139, CSC 239
- HIS 117, HIS 165, HIS 221, HIS 236
- MAT 140A, MAT 141A, MAT 142A, MAT 171A, MAT 172A
- PSY 243, PSY 246

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM.....65 SHC

Associate in Science Degree (A10400)

The Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

GENERAL EDUCATION CORE.....44 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (9 SHC): Select three courses from three of the following discipline areas. One course must be a literature course. One 3 SHC speech/communication course may be substituted for one 3 SHC humanities/fine arts course except literature.

- Music (MUS 110)
- Art (ART 111, ART 114, ART 115)
- Drama (DRA 122)
- Foreign Languages (SPA 111, SPA 112)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 161, HUM 220)
- Literature (ENG 131, ENG 231, ENG 232, ENG 233, ENG 243)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)
- Speech/Communication (COM 231)

Social/Behavioral Sciences (9 SHC): Select three courses from three of the following discipline areas. One course must be a history course (HIS).

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 150, PSY 241, PSY 281)
- Sociology (SOC 210, SOC 220)

Natural Sciences/Mathematics (20 SHC)

Natural Sciences (8 SHC minimum): Select a minimum of a two-course sequence, including accompanying laboratory work, from among the biological and physical science disciplines.

- Biology (BIO 111, BIO 112)
- Chemistry (CHM 151, CHM 152)
- Physics (PHY 151, PHY 152, or PHY 251, PHY 252)

Mathematics (6 SHC minimum): One course in mathematics at the precalculus algebra level or above is required; the other course(s) may be higher level mathematics or may be selected from among other quantitative subjects, such as computer science and statistics. Select two courses from the following:

- Mathematics (MAT 171, MAT 172, MAT 271, MAT 272, MAT 273)
- Other Quantitative Subjects (Statistics-MAT 151; Computer Science-CIS 110, CIS 115)

Other Natural Science and Mathematics (6 SHC): Six additional semester hour credits must be selected from courses designated as Natural Science/Mathematics general education transfer courses listed in the Natural Sciences/Mathematics section above or from the following list:

- Chemistry (CHM 131, CHM 131A, CHM 132)
- Physics (PHY 110, PHY 110A)
- Mathematics (MAT 140, MAT 141, MAT 142)

OTHER REQUIRED HOURS.....20-21 SHC

Academic Related (1 SHC)

- ACA 111 or ACA 115

Choose another 14 hours from any approved college transfer courses in mathematics, natural sciences, or computer science listed in the Natural Sciences/Mathematics section above and/or from the following list:

- Biology (BIO 163, BIO 165, BIO 166, BIO 242, BIO 243, BIO 250, BIO 271, BIO 275)
- Mathematics (MAT 140A, MAT 141A, MAT 142A, MAT 151A, MAT 171A, MAT 172A, MAT 285)

Select an additional 5-6 SHC from the General Education courses listed above or from the elective and/or premajor courses listed below:

- ACC 120, ACC 121
- BUS 110, BUS 115, BUS 137
- CJC 111, CJC 121, CJC 141
- COM 140
- CSC 139, CSC 239
- ENG 235
- GEL 111
- HIS 117, HIS 145, HIS 165, HIS 221, HIS 236
- PSY 231, PSY 243, PSY 246

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM.....64-65 SHC

Transfer Engineering Majors

Students who desire to transfer into a university school of engineering should take the following classes as a part of their Associate in Science program:

CHM 151	ECO 251 or	MAT 271	MAT 273	PHY 251
CHM 152	ECO 252	MAT 272	MAT 285	PHY 252

Non College Transfer Program

Associate in General Education Degree (A10300)

THIS PROGRAM IS FOR HEALTH PROGRAMS ADMISSIONS

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

This program does not meet the standards of the Comprehensive Articulation Agreement with the UNC System and, therefore, is a terminal program and will not transfer to four-year institutions.

GENERAL EDUCATION CORE 15 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (3 SHC): Select courses from the following discipline areas: music, art, drama, dance, foreign language, interdisciplinary humanities, literature, philosophy and religion.

- Music (MUS 110)
- Art (ART 111, ART 114, ART 115)
- Drama (DRA 122)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160, HUM 161, HUM 220)
- Literature (ENG 131, ENG 231, ENG 232, ENG 233, ENG 243)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)
- Speech/Communication (COM 231)

Social/Behavioral Sciences (3 SHC): Select courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

- Economics (ECO 251, ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 150, PSY 241, PSY 281)
- Sociology (SOC 210, SOC 220)

Natural Sciences/Mathematics (3 SHC)

Natural Sciences: Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

- Biology (BIO 111, BIO 112)
- Chemistry (CHM 131, CHM 131A, CHM 151)
- Geology (GEL 111)
- Physics (PHY 110, PHY 110A, PHY 151, PHY 251)

--- OR ---

Mathematics: Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

- Mathematics (MAT 140, MAT 141, MAT 171)
- Computers (CIS 110, CIS 115, CSC 139, CSC 151, CSC 239)
- Statistics (MAT 151)

OTHER REQUIRED HOURS..... 49-50 SHC

Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 64-65 SHC

Career Oriented Programs

Accounting Degree (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (24 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
ACC 121	Principles of Managerial Accounting	3	2	4
ACC 129	Individual Income Taxes	2	2	3
ACC 220	Intermediate Accounting I	3	2	4
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3

		Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (19 Credit Hours)				
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Applications	1	2	2
ACC 225	Cost Accounting	3	0	3
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
BUS 225	Business Finance	2	2	3
CTS 130	Spreadsheet	2	2	3
ACCOUNTING ELECTIVES (Choose at least 3 Credit Hours)				
ACC 130	Business Income Taxes	2	2	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	2
ACC 215	Ethics in Accounting	3	0	3
ACC 221	Intermediate Accounting II	3	2	4
ACC 226	Advanced Managerial Accounting	3	0	3
OTHER ELECTIVES (Choose at least 6 Credit Hours)				
BUS 110	Introduction to Business	3	0	3
BUS 116	Business Law II	3	0	3
BUS 125	Personal Finance	3	0	3
BUS 135	Principles of Supervision	3	0	3
BUS 147	Business Insurance	3	0	3
BUS 152	Human Relations	3	0	3
BUS 153	Human Resource Management	3	0	3
BUS 230	Small Business Management	3	0	3
BUS 280	REAL Small Business	4	0	4
COE 110	World of Work	1	0	1
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
CTS 125	Presentation Graphics	2	2	3
DBA 110	Database Concepts	2	3	3
MKT 120	Principles of Marketing	3	0	3
OST 131	Keyboarding	1	2	2
TOTAL CREDIT HOURS IN DEGREE				68

Accounting Certificate (C25100)

ACC 120	Principles of Financial Accounting	3	2	4
ACC 129	Individual Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Applications	1	2	2
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
TOTAL CREDIT HOURS IN CERTIFICATE				17

Advertising and Graphic Design Degree (A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (29 Credit Hours)				
GRD 110	Typography I	2	2	3
GRD 121	Drawing Fundamentals I	1	3	2
GRD 131	Illustration I	1	3	2
GRD 141	Graphic Design I	2	4	4
GRD 142	Graphic Design II	2	4	4
GRD 151	Computer Design Basics	1	4	3
GRD 152	Computer Design Techniques I	1	4	3
GRD 241	Graphic Design III	2	4	4
GRD 280	Portfolio Design	2	4	4

		Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (15 Credit Hours)				
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
GRD 122	Drawing Fundamentals II	1	3	2
GRD 132	Illustration II	1	3	2
GRD 265	Digital Print Production	1	4	3
GRD 285	Client/Media Relations	1	2	2
ELECTIVES (Choose at least 6 Credit Hours)				
COE 110	World of Work	1	0	1
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
CTS 125	Presentation Graphics	2	2	3
GRD 113	History of Graphic Design	3	0	3
GRD 160	Photo Fundamentals I	1	4	3
GRD 242	Graphic Design IV	2	4	4
GRD 271	Multimedia Design I	1	3	2
GRD 281	Design of Advertising	2	0	2
OST 131	Keyboarding	1	2	2
WEB 110	Internet/Web Fundamentals	2	2	3

TOTAL CREDIT HOURS IN DEGREE **66**

Advertising and Graphic Design Certificate (C30100)

CIS 110	Introduction to Computers	2	2	3
GRD 121	Drawing Fundamentals I	1	3	2
GRD 141	Graphic Design I	2	4	4
GRD 151	Computer Design Basics	1	4	3
GRD 160	Photo Fundamentals I	1	4	3
WEB 110	Internet/Web Fundamentals	2	2	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Advertising and Graphic Design - Advertising Layout Certificate (C30100A)

CIS 110	Introduction to Computers	2	2	3
GRD 110	Typography I	2	2	3
GRD 113	History of Graphic Design	3	0	3
GRD 151	Computer Design Basics	1	4	3
GRD 152	Computer Design Techniques I	1	4	3
GRD 281	Design of Advertising	2	0	2

TOTAL CREDIT HOURS IN CERTIFICATE **17**

Advertising and Graphic Design - Creative Design Certificate (C30100B)

		Class Hours	Lab Hours	Credit Hours
CIS 110	Introduction to Computers	2	2	3
GRD 110	Typography I	2	2	3
GRD 121	Drawing Fundamentals I	1	3	2
GRD 131	Illustration I	1	3	2
GRD 141	Graphic Design I	2	4	4
GRD 151	Computer Design Basics	1	4	3
TOTAL CREDIT HOURS IN CERTIFICATE				17

Air Conditioning, Heating, and Refrigeration Technology Degree (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, and tools and instruments. In addition, the program covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

GENERAL EDUCATION REQUIREMENTS (9 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 110	Mathematical Measurement	2	2	3

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

		Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (29 Credit Hours)				
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
AHR 210	Residential Building Code	1	2	2
AHR 211	Residential System Design	2	2	3
AHR 212	Advanced Comfort Systems	2	6	4
OTHER REQUIRED COURSES (28 Credit Hours)				
AHR 125	HVAC Electronics	1	3	2
AHR 133	HVAC Servicing	2	6	4
AHR 140	All Weather Systems	1	3	2
AHR 160	Refrigerant Certification	1	0	1
AHR 180	HVACR Customer Relations	1	0	1
AHR 240	Hydronic Heating	1	3	2
AHR 250	HVAC System Diagnostics	0	4	2
AHR 255	Indoor Air Quality	1	2	2
CIS 110	Introduction to Computers	2	2	3
ELC 112	DC/AC Electricity	3	6	5
HYD 110	Hydraulics/Pneumatics I	2	3	3
ISC 110	Workplace Safety	1	0	1

TOTAL CREDIT HOURS IN DEGREE **72**

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

ENG 111	Expository Writing	3	0	3
MAT 110	Mathematical Measurement	2	2	3

REQUIRED CORE COURSES (20 Credit Hours)

AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4

OTHER REQUIRED COURSES (13 Credit Hours)

AHR 125	HVAC Electronics	1	3	2
AHR 133	HVAC Servicing	2	6	4
AHR 140	All Weather Systems	1	3	2
AHR 160	Refrigerant Certification	1	0	1
AHR 180	HVACR Customer Relations	1	0	1
CIS 110	Introduction to Computers	2	2	3

TOTAL CREDIT HOURS IN DIPLOMA **39**

Air Conditioning, Heating, and Refrigeration Technology Certificate (C35100)

		Class Hours	Lab Hours	Credit Hours
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
AHR 113	Comfort Cooling	2	4	4
AHR 160	Refrigerant Certification	1	0	1

TOTAL CREDIT HOURS IN CERTIFICATE **17**

Air Conditioning, Heating, and Refrigeration Technology Certificate (C35100A)

AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 114	Heat Pump Technology	2	4	4
AHR 125	HVAC Electronics	1	3	2
AHR 140	All Weather Systems	1	3	2
AHR 160	Refrigerant Certification	1	0	1
AHR 180	HVACR Customer Relations	1	0	1

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Associate Degree Nursing (Non-Integrated) (A45120)

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout their life span in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as a manager of care, as a member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

BIO 165	Anatomy & Physiology I	3	3	4
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 110	Mathematical Measurement	2	2	3
PSY 150	General Psychology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3

		Class Hours	Lab Hours	Credit Hours
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (37 Credit Hours)				
NUR 115	Fundamentals of Nursing	2	9	5
NUR 125	Maternal Child Nursing	5	9	8
NUR 135	Adult Nursing I	5	12	9
NUR 185	Mental Health Nursing	3	6	5
NUR 235	Adult Nursing II	4	18	10
OTHER REQUIRED COURSES (20 Credit Hours)				
BIO 166	Anatomy & Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
CIS 110	Introduction to Computers	2	2	3
NUR 117	Pharmacology	1	3	2
NUR 118	Nutrition	2	0	2
NUR 133	Nursing Assessment	2	3	3
PSY 241	Developmental Psychology	3	0	3
TOTAL CREDIT HOURS IN DEGREE				76

Autobody Repair Diploma (D60100)

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)				
ENG 111	Expository Writing	3	0	3
MAT 110	Mathematical Measurement	2	2	3
REQUIRED CORE COURSES (31 Credit Hours)				
AUB 111	Painting and Refinishing I	2	6	4
AUB 112	Painting and Refinishing II	2	6	4
AUB 114	Special Finishes	1	2	2
AUB 121	Non-Structural Damage I	1	4	3
AUB 122	Non-Structural Damage II	2	6	4
AUB 131	Structural Damage I	2	4	4
AUB 132	Structural Damage II	2	6	4
AUB 134	Autobody MIG Welding	1	4	3
AUB 136	Plastics & Adhesives	1	4	3
OTHER REQUIRED COURSES (3 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
TOTAL CREDIT HOURS IN DIPLOMA				40

Autobody Repair Certificate (C60100)

AUB 111	Painting and Refinishing I	2	6	4
AUB 114	Special Finishes	1	2	2
AUB 121	Non-Structural Damage I	1	4	3
AUB 131	Structural Damage I	2	4	4
AUB 136	Plastics & Adhesives	1	4	3
TOTAL CREDIT HOURS IN CERTIFICATE				16

Basic Law Enforcement Training Certificate (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

		Class Hours	Lab Hours	Credit Hours
CJC 100	Basic Law Enforcement Training	9	30	19
TOTAL CREDIT HOURS IN CERTIFICATE				19

Biomedical Equipment Technology (A50100)

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, troubleshoot, and repair sophisticated devices and instrumentation used in the health care delivery system. Emphasis is placed on preventive and safety inspections to ensure biomedical equipment meets local and national safety standards.

Course work provides a strong foundation in mathematics, physics, electronics, anatomy, physiology, and troubleshooting techniques. Some courses will include job experience and job shadowing, as well as people skills and communication, both in written and oral form.

Graduates should qualify for employment opportunities in hospitals, clinics, clinical laboratories, shared service organizations, and manufacturers' field service. With an AAS degree and two years' experience, an individual should be able to become a certified Biomedical Equipment Technician.

Collaborative Program Offered in Cooperation with Stanly Community College
(Pending State Approval)

In this Instructional Service Agreement, Stanly Community College will provide the BMT prefix courses as specified in the SCC Biomedical Engineering Technology curriculum. South Piedmont Community College will provide all other courses within the program. Students who successfully complete all requirements of the Biomedical Engineering Technology program will be awarded an Associate in Applied Science degree by Stanly Community College.

Biotechnology Degree (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Collaborative Program Offered in Cooperation with Gaston College

In this Instructional Service Agreement, South Piedmont Community College will provide 47 credit hours (75% of the Gaston College Biotechnology curriculum). Students must take a minimum of 16 credit hours within the program through Gaston College. Students who successfully complete all requirements of the Biotechnology program will be awarded an Associate in Applied Science degree by Gaston College.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (9 Credit Hours)				
ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3
MAT 151	Statistics I	3	0	3
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 117	History of Religions	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 220	Social Problems	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED SPCC COURSES (32 Credit Hours)				
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 250	Génetics	3	3	4
BIO 275	Microbiology	3	3	4
BTC 181	Basic Laboratory Techniques	3	3	4
CHM 131	Introduction to Chemistry (and)	3	0	3
CHM 131A	Introduction to Chemistry Lab (or)	0	3	1
CHM 151	General Chemistry	3	3	4
CIS 110	Introduction to Computers	2	2	3
MAT 151A	Statistics I Lab	0	2	1
MAT 171	Precalculus Algebra (and)	3	0	3
MAT 171A	Precalculus Algebra Lab	0	2	1

TOTAL CREDIT HOURS IN DEGREE OFFERED BY SPCC **47**

Business Administration Degree (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (19 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
OTHER REQUIRED COURSES (28 Credit Hours)				
ACC 121	Principles of Managerial Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 116	Business Law II	3	0	3
BUS 121	Business Math	2	2	3
BUS 152	Human Relations	3	0	3

			Class Hours	Lab Hours	Credit Hours
BUS 153	Human Resource Management		3	0	3
BUS 225	Business Finance		2	2	3
CTS 130	Spreadsheet		2	2	3
DBA 110	Database Concepts		2	2	3
ELECTIVES (Choose at least 9 Credit Hours)					
ACC 129	Individual Income Taxes		2	2	3
ACC 140	Payroll Accounting		1	2	2
ACC 150	Accounting Software Applications		1	2	2
BUS 125	Personal Finance		3	0	3
BUS 135	Principles of Supervision		3	0	3
BUS 147	Business Insurance		3	0	3
BUS 230	Small Business Management		3	0	3
BUS 280	REAL Small Business		4	0	4
COE 110	World of Work		1	0	1
COE 111	Co-op Work Experience I (and)		0	10	1
COE 115	Work Experience Seminar I		1	0	1
CTS 125	Presentation Graphics		2	2	3
OST 131	Keyboarding		1	2	2
SPA 120	Spanish for the Workplace		3	0	.3

TOTAL CREDIT HOURS IN DEGREE **72**

Business Administration Diploma (D25120)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

COM 140	Introduction to Intercultural Communications	3	0	3
ENG 111	Expository Writing	3	0	3

REQUIRED CORE COURSES (19 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3

OTHER REQUIRED COURSES (12 Credit Hours)

BUS 110	Introduction to Business	3	0	3
BUS 121	Business Math	2	2	3
BUS 230	Small Business Management	3	0	3
CTS 130	Spreadsheet	2	2	3

TOTAL CREDIT HOURS IN DIPLOMA **37**

Business Administration Certificate (C25120)

			Class Hours	Lab Hours	Credit Hours
BUS 115	Business Law I		3	0	3
BUS 121	Business Math		2	2	3
BUS 137	Principles of Management		3	0	3
BUS 152	Human Relations		3	0	3
CIS 110	Introduction to Computers		2	2	3
MKT 120	Principles of Marketing		3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Business Administration - Small Business Management Certificate (C25120A)					
ACC 120	Principles of Financial Accounting		3	2	4
BUS 110	Introduction to Business		3	0	3
BUS 115	Business Law I		3	0	3
BUS 121	Business Math		2	2	3
BUS 230	Small Business Management		3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Business Administration - Electronic Commerce Degree (A2512I)

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

		Class Hours	Lab Hours	Credit Hours
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (19 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
REQUIRED CONCENTRATION COURSES (15 Credit Hours)				
ECM 168	Electronic Business	2	2	3
ECM 210	Introduction to Electronic Commerce	2	2	3
ECM 220	Electronic Commerce Planning and Implementation	2	2	3
ECM 230	Capstone Project	1	6	3
WEB 110	Internet/Web Fundamentals	2	2	3
OTHER REQUIRED COURSES (22 Credit Hours)				
BUS 116	Business Law II	3	0	3
BUS 121	Business Math	2	2	3
BUS 152	Human Relations	3	0	3
BUS 225	Business Finance	2	2	3
BUS 280	REAL Small Business	4	0	4
CIS 165	Desktop Publishing I (CTS 125 may be substituted)	2	2	3
DBA 110	Database Concepts	2	3	3
TOTAL CREDIT HOURS IN DEGREE				72

Business Administration - Electronic Commerce Diploma (D2512I)

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
REQUIRED CORE COURSES (19 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
REQUIRED CONCENTRATION COURSES (15 Credit Hours)				
ECM 168	Electronic Business	2	2	3
ECM 210	Introduction to Electronic Commerce	2	2	3
ECM 220	Electronic Commerce Planning and Implementation	2	2	3
ECM 230	Capstone Project	1	6	3
WEB 110	Internet/Web Fundamentals	2	2	3
TOTAL CREDIT HOURS IN DIPLOMA				40

Business Administration - Electronic Commerce Certificate (C2512I)

BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECM 168	Electronic Business	2	2	3
ECM 210	Introduction to Electronic Commerce	2	2	3
MKT 120	Principles of Marketing	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	3
TOTAL CREDIT HOURS IN CERTIFICATE				18

Business Administration - Electronic Commerce Entrepreneur Certificate (C2512IA)

BUS 115	Business Law I	3	0	3
BUS 280	REAL Small Business	4	0	4
CIS 110	Introduction to Computers	2	2	3
DBA 110	Database Concepts	2	3	3
MKT 120	Principles of Marketing	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE				16

Computer Information Technology Degree (A25260)

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (36 Credit Hours)				
BUS 110	Introduction to Business	3	0	3
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	3	3
CTS 120	Hardware/Software Support	2	3	3
CTS 285	Systems Analysis and Design	3	0	3
CTS 289	Systems Support Project	1	4	3
DBA 110	Database Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NOS 110	Operating System Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
NOS 230	Windows Administration I	2	2	3
SEC 110	Security Concepts	3	0	3

		Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (11 Credit Hours)				
CTS 125	Presentation Graphics	2	2	3
CTS 130	Spreadsheet	2	2	3
CTS 230	Advanced Spreadsheet	2	2	3
OST 131	Keyboarding	1	2	2
ELECTIVES (Choose at least 6 Credit Hours)				
COE 110	World of Work	1	0	1
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
CSC 151	JAVA Programming	2	3	3
DBA 115	Database Applications	2	2	3
DBA 120	Database Programming I	2	2	3
DBA 210	Database Administration	2	3	3
NET 126	Routing Basics	1	4	3
NET 175	Wireless Technology	2	2	3
NOS 120	Linux/UNIX Single User	2	2	3
WEB 110	Internet/Web Fundamentals	2	2	3
TOTAL CREDIT HOURS IN DEGREE				69

Computer Information Technology Certificate (C25260)

CIS 110	Introduction to Computers	2	2	3
CTS 120	Hardware/Software Support	2	3	3
NET 125	Networking Basics	1	4	3
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	3
TOTAL CREDIT HOURS IN CERTIFICATE				18

Computer Programming Degree (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

		Class Hours	Lab Hours	Credit Hours
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (42 Credit Hours)				
BUS 110	Introduction to Business	3	0	3
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	3	3
CSC 139	Visual BASIC Programming	2	3	3
CSC 153	C# Programming	2	3	3
CSC 239	Advanced Visual BASIC Programming	2	3	3
CSC 253	Advanced C# Programming	2	3	3
CSC 289	Programming Capstone Project	1	4	3
CTS 285	Systems Analysis and Design	3	0	3
DBA 110	Database Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NOS 110	Operating Systems Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	3	0	3
OTHER REQUIRED COURSES (5 Credit Hours)				
CTS 130	Spreadsheet	2	2	3
OST 131	Keyboarding	1	2	2
ELECTIVES (Choose at least 6 Credit Hours)				
COE 110	World of Work	1	0	1
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
CSC 151	JAVA Programming	2	3	3
DBA 115	Database Applications	2	2	3
DBA 120	Database Programming I	2	2	3
DBA 210	Database Administration	2	3	3
ECM 210	Introduction to Electronic Commerce	2	2	3
NET 126	Routing Basics	1	4	3

		Class Hours	Lab Hours	Credit Hours
NET 175	Wireless Technology	2	2	3
NOS 120	Linux/UNIX Single User	2	2	3
WEB 110	Internet/Web Fundamentals	2	2	3
TOTAL CREDIT HOURS IN DEGREE				69

Computer Programming Diploma (D25130)

GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)

ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

REQUIRED CORE COURSES (27 Credit Hours)

CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	3	3
CSC 139	Visual BASIC Programming	2	3	3
CSC 153	C# Programming	2	3	3
CSC 239	Advanced Visual BASIC Programming	2	3	3
CSC 253	Advanced C# Programming	2	3	3
DBA 110	Database Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NOS 110	Operating Systems Concepts	2	3	3

ELECTIVES (Choose at least 5 Credit Hours)

OST 131	Keyboarding	1	2	2
SEC 110	Security Concepts	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	3

TOTAL CREDIT HOURS IN DIPLOMA **39**

Computer Programming Certificate (C25130)

CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	3	3
CSC 139	Visual BASIC Programming	2	3	3
CSC 239	Advanced Visual BASIC Programming	2	3	3
DBA 110	Database Concepts	2	3	3
WEB 110	Internet/Web Fundamentals	2	2	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Computer Programming - Database Programming Certificate (C25130A)

		Class Hours	Lab Hours	Credit Hours
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	3	3
DBA 110	Database Concepts	2	3	3
DBA 115	Database Applications	2	2	3
DBA 120	Database Programming	2	2	3
DBA 210	Database Administration	2	3	3

TOTAL CREDIT HOURS IN CERTIFICATE18

Criminal Justice Technology Degree (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study focuses on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society is explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

		Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (22 Credit Hours)				
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 212	Ethics And Community Relations	3	0	3
CJC 221	Investigative Principles	4	0	4
CJC 231	Constitutional Law	3	0	3
OTHER REQUIRED COURSES (28 Credit Hours)				
BIO 111	General Biology I	3	3	4
CIS 110	Introduction to Computers	2	2	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 132	Court Procedure & Evidence	3	0	3
CJC 160	Terrorism: Underlying Issues	3	0	3
CJC 213	Substance Abuse	3	0	3
CJC 223	Organized Crime	3	0	3
CJC 232	Civil Liability	3	0	3
CJC 293	Selected Topics in Criminal Justice	3	0	3
ELECTIVES (Choose at least 6 Credit Hours)				
CJC 141	Corrections	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	3
CJC 222	Criminalistics	3	0	3
PSY 231	Forensic Psychology	3	0	3
TOTAL CREDIT HOURS IN DEGREE				72

Criminal Justice Technology Diploma (D55180)

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)				
COM 140	Introduction to Intercultural Communications	3	0	3
ENG 111	Expository Writing	3	0	3
REQUIRED CORE COURSES (22 Credit Hours)				
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 212	Ethics & Community Relations	3	0	3
CJC 221	Investigative Principles	4	0	4
CJC 231	Constitutional Law	3	0	3
OTHER REQUIRED COURSES (9 Credit Hours)				
CJC 121	Law Enforcement Operations	3	0	3
CJC 141	Corrections	3	0	3
CJC 232	Civil Liability	3	0	3
TOTAL CREDIT HOURS IN DIPLOMA				37

Criminal Justice Technology Certificate (C55180)

			Class Hours	Lab Hours	Credit Hours
CJC 111	Introduction to Criminal Justice	3	0	3	
CJC 121	Law Enforcement Operations	3	0	3	
CJC 131	Criminal Law	3	0	3	
CJC 141	Corrections	3	0	3	
CJC 212	Ethics & Community Relations	3	0	3	
CJC 231	Constitutional Law	3	0	3	
TOTAL CREDIT HOURS IN CERTIFICATE					18

Criminal Justice Technology and BLET

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 111, CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985.

Early Childhood Education Degree (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3

			Class Hours	Lab Hours	Credit Hours
HUM 120	Cultural Studies		3	0	3
HUM 130	Myth in Human Culture		3	0	3
HUM 160	Introduction to Film		2	2	3
HUM 220	Human Values and Meaning		3	0	3
MUS 110	Music Appreciation		3	0	3
PHI 240	Introduction to Ethics		3	0	3
REL 110	World Religions		3	0	3
REL 211	Introduction to Old Testament		3	0	3
REL 212	Introduction to New Testament		3	0	3
REL 221	Religion in America		3	0	3

REQUIRED CORE COURSES (32 Credit Hours)

COE 111	Co-op Work Experience I	0	10	1
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 131	Children, Family, & Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 153	Health, Safety, & Nutrition	3	0	3
EDU 221	Children With Exceptionalities	3	0	3
EDU 271	Educational Technology	2	2	3
EDU 280	Language & Literacy Experiences	3	0	3

OTHER REQUIRED COURSES (22 Credit Hours)

CIS 110	Introduction to Computers	2	2	3
COE 115	Work Experience Seminar I	1	0	1
COE 121	Co-op Work Experience II	0	10	1
COE 125	Work Experience Seminar II	1	0	1
EDU 188	Issues in Early Childhood Education	2	0	2
EDU 234	Infants, Toddlers, and Twos	3	0	3
EDU 252	Math and Science Activities	3	0	3
EDU 253	Music for Young Children	1	2	2
EDU 261	Early Childhood Administration I	3	0	3
EDU 282	Early Childhood Literature	3	0	3

ELECTIVES (Choose at least 3 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	4
BUS 230	Small Business Management	3	0	3
DBA 110	Database Concepts	2	3	3
EDU 157	Active Play	2	2	3
EDU 235	School-Age Development & Programs	2	0	2
EDU 259	Curriculum Planning	3	0	3
EDU 262	Early Childhood Administration II	3	0	3
EDU 275	Effective Teacher Training	2	0	2
SPA 111	Elementary Spanish I	3	0	3

TOTAL CREDIT HOURS IN DEGREE 73

Early Childhood Education Diploma (D55220)

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)				
COM 140	Introduction to Intercultural Communications	3	0	3
ENG 111	Expository Writing	3	0	3
REQUIRED CORE COURSES (26 Credit Hours)				
COE 111	Co-op Work Experience I	0	10	1
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 131	Children, Family, & Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 153	Health, Safety, & Nutrition	3	0	3
EDU 221	Children with Exceptionalities	3	0	3
OTHER REQUIRED COURSES (10 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
COE 115	Work Experience Seminar I	1	0	1
EDU 252	Math & Science Activities	3	0	3
EDU 282	Early Childhood Literature	3	0	3
TOTAL CREDIT HOURS IN DIPLOMA				42

Early Childhood Education Certificate (C55220)

EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities (or)	3	0	3
EDU 282	Early Childhood Literature	3	0	3
EDU 252	Math and Science Activities	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE				16

Early Childhood Education - Curriculum Development Certificate (C55220CU)

EDU 151	Creative Activities	3	0	3
EDU 153	Health, Safety and Nutrition	3	0	3
EDU 234	Infants, Toddlers and Twos	3	0	3
EDU 252	Math and Science Activities	3	0	3
EDU 253	Music for Young Children	1	2	2
EDU 282	Early Childhood Literature	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE				17

Early Childhood Education - School Age Care Certificate (C55220A)

		Class Hours	Lab Hours	Credit Hours
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 145	Child Development II	3	0	3
EDU 157	Active Play	2	2	3
EDU 235	School-Age Development & Programs	2	0	2
EDU 261	Early Childhood Administration I	3	0	3
EDU 262	Early Childhood Administration II	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE				18

Early Childhood Education - Special Education Degree (A5522A)

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

GENERAL EDUCATION REQUIREMENTS (13 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
PSY 150	General Psychology (or)	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

			Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (32 Credit Hours)					
COE 111	Co-op Work Experience I		0	10	1
EDU 119	Introduction to Early Childhood Education		4	0	4
EDU 131	Children, Family, & Community		3	0	3
EDU 144	Child Development I		3	0	3
EDU 145	Child Development II		3	0	3
EDU 146	Child Guidance		3	0	3
EDU 151	Creative Activities		3	0	3
EDU 153	Health, Safety, & Nutrition		3	0	3
EDU 221	Children With Exceptionalities		3	0	3
EDU 271	Educational Technology		2	2	3
EDU 280	Language & Literacy Experiences		3	0	3
REQUIRED CONCENTRATION COURSES (14 Credit Hours)					
EDU 147	Behavior Disorders		3	0	3
EDU 148	Learning Disabilities		4	2	5
EDU 247	Physical Disabilities		3	0	3
EDU 248	Mental Retardation		2	2	3
OTHER REQUIRED COURSES (11 Credit Hours)					
CIS 110	Introduction to Computers		2	2	3
COE 115	Work Experience Seminar I		1	0	1
COE 121	Co-op Work Experience II		0	10	1
COE 125	Work Experience Seminar II		1	0	1
EDU 154	Social and Emotional Development		3	0	3
EDU 241	Adult-Child Relations		2	0	2
TOTAL CREDIT HOURS IN DEGREE					
					73

Early Childhood Education - Special Education Diploma (D5522A)

			Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION COURSES (6 Credit Hours)					
COM 140	Introduction to Intercultural Communications		3	0	3
ENG 111	Expository Writing		3	0	3
REQUIRED CORE COURSES (26 Credit Hours)					
COE 111	Co-op Work Experience I		0	10	1
EDU 119	Introduction to Early Childhood Education		4	0	4
EDU 131	Children, Family, & Community		3	0	3
EDU 144	Child Development I		3	0	3
EDU 145	Child Development II		3	0	3
EDU 146	Child Guidance		3	0	3
EDU 151	Creative Activities		3	0	3
EDU 153	Health, Safety, & Nutrition		3	0	3
EDU 221	Children with Exceptionalities		3	0	3
REQUIRED CONCENTRATION COURSES (14 Credit Hours)					
EDU 147	Behavior Disorders		3	0	3
EDU 148	Learning Disabilities		4	2	5
EDU 247	Physical Disabilities		3	0	3
EDU 248	Mental Retardation		2	2	3

		Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (1 Credit Hour)				
COE 115	Work Experience Seminar I	1	0	1

TOTAL CREDIT HOURS IN DIPLOMA **47**

**Early Childhood Education - Special Education
Learning Disabilities Certificate**
(C5522A)

EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 148	Learning Disabilities	4	2	5
EDU 221	Children with Exceptionalities	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Early Childhood Education - Teacher Associate Degree
(A5522B)

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3

			Class Hours	Lab Hours	Credit Hours
HUM 120	Cultural Studies		3	0	3
HUM 130	Myth in Human Culture		3	0	3
HUM 160	Introduction to Film		2	2	3
HUM 220	Human Values and Meaning		3	0	3
MUS 110	Music Appreciation		3	0	3
PHI 240	Introduction to Ethics		3	0	3
REL 110	World Religions		3	0	3
REL 211	Introduction to Old Testament		3	0	3
REL 212	Introduction to New Testament		3	0	3
REL 221	Religion in America		3	0	3
REQUIRED CORE COURSES (32 Credit Hours)					
COE 111	Co-op Work Experience I		0	10	1
EDU 119	Introduction to Early Childhood Education		4	0	4
EDU 131	Children, Family, & Community		3	0	3
EDU 144	Child Development I		3	0	3
EDU 145	Child Development II		3	0	3
EDU 146	Child Guidance		3	0	3
EDU 151	Creative Activities		3	0	3
EDU 153	Health, Safety, & Nutrition		3	0	3
EDU 221	Children With Exceptionalities		3	0	3
EDU 271	Educational Technology		2	2	3
EDU 280	Language & Literacy Experiences		3	0	3
REQUIRED CONCENTRATION COURSES (12 Credit Hours)					
COE 121	Co-op Work Experience II		0	10	1
EDU 118	Teacher Associate Principles & Practices		3	0	3
EDU 186	Reading & Writing Methods		3	0	3
EDU 235	School-Age Development & Programs		2	0	2
EDU 275	Effective Teacher Training		2	0	2
EDU 285	Internship Experiences-School Age		1	0	1
OTHER REQUIRED COURSES (14 Credit Hours)					
CIS 110	Introduction to Computers		2	2	3
COE 115	Work Experience Seminar I		1	0	1
EDU 157	Active Play		2	2	3
EDU 188	Issues in Early Childhood Education		2	0	2
EDU 252	Math and Science Activities		3	0	3
EDU 253	Music for Children		1	2	2
TOTAL CREDIT HOURS IN DEGREE					
74					

Early Childhood Education - Teacher Associate Diploma

(D5522B)

GENERAL EDUCATION COURSES (6 Credit Hours)

COM 140	Introduction to Intercultural Communications	3	0	3
ENG 111	Expository Writing	3	0	3

		Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (26 Credit Hours)				
COE 111	Co-op Work Experience I	0	10	1
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 131	Children, Family, & Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 153	Health, Safety and Nutrition	3	0	3
EDU 221	Children with Exceptionalities	3	0	3
REQUIRED CONCENTRATION COURSES (12 Credit Hours)				
COE 121	Co-op Work Experience II	0	10	1
EDU 118	Teacher Associate Principles & Practices	3	0	3
EDU 186	Reading & Writing Methods	3	0	3
EDU 235	School-Age Development & Programs	2	0	2
EDU 275	Effective Teacher Training	2	0	2
EDU 285	Internship Experiences-School Age	1	0	1
OTHER REQUIRED COURSES (1 Credit Hour)				
COE 115	Work Experience Seminar I	1	0	1
TOTAL CREDIT HOURS IN DIPLOMA				45

Early Childhood Education - Teacher Associate Certificate (C5522B)

EDU 118	Teacher Associate Principles & Practices	3	0	3
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 145	Child Development II	3	0	3
EDU 157	Active Play	2	2	3
EDU 186	Reading & Writing Methods	3	0	3
EDU 275	Effective Teacher Training	2	0	2
TOTAL CREDIT HOURS IN CERTIFICATE				18

Early Childhood Education - Teacher Associate Activities Certificate (C5522BA)

EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 146	Child Guidance	3	0	3
EDU 151	Creative Activities	3	0	3
EDU 157	Active Play	2	2	3
EDU 252	Math & Science Activities	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE				16

Electrical/Electronics Technology Degree (A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (20 Credit Hours)				
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 128	Introduction to PLC	2	3	3
ELN 131	Electronic Devices	3	3	4
OTHER REQUIRED COURSES (29-30 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
DFT 151	CAD I	2	3	3
ELC 115	Industrial Wiring	2	6	4
ELC 118	National Electrical Code	1	2	2
ELN 132	Linear IC Applications	3	3	4

		Class Hours	Lab Hours	Credit Hours
ELN 133	Digital Electronics	3	3	4
ELN 231	Industrial Controls	2	3	3
ELN 275	Troubleshooting	1	2	2
HYD 110	Hydraulics/Pneumatics I	2	3	3
ISC 110	Workplace Safety	1	0	1
NET 116	Fundamentals of Voice/Data Cable (or)	2	2	3
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
TOTAL CREDIT HOURS IN DEGREE				66-67

Electrical/Electronics Technology Diploma (D35220)

GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)

ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

REQUIRED CORE COURSES (20 Credit Hours)

ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 128	Introduction to PLC	2	3	3
ELN 131	Electronic Devices	3	3	4

OTHER REQUIRED COURSES (12 Credit Hours)

ELC 115	Industrial Wiring	2	6	4
ELC 118	National Electrical Code	1	2	2
ELN 133	Digital Electronics	3	3	4
ELN 275	Troubleshooting	1	2	2

TOTAL CREDIT HOURS IN DIPLOMA **39**

Electrical/Electronics Technology - Electrical Certificate (C35220)

ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4

TOTAL CREDIT HOURS IN CERTIFICATE **17**

Electrical/Electronics Technology - Digital Electronics Certificate (C35220DE)

		Class Hours	Lab Hours	Credit Hours
ELC 112	DC/AC Electricity	3	6	5
ELC 118	National Electrical Code	1	2	2
ELN 131	Electronic Devices	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 275	Troubleshooting	1	2	2
TOTAL CREDIT HOURS IN CERTIFICATE		17		

Electrical/Electronics Technology - Industrial Electronics Certificate (C35220IE)

ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 118	National Electrical Code	1	2	2
ELC 128	Introduction to PLC	2	3	3
TOTAL CREDIT HOURS IN CERTIFICATE		18		

Fire Protection Technology Degree (A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organization.

Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses at South Piedmont Community College. Central Piedmont Community College will provide the FIP prefix courses as specified in the CPCC Fire Protection Technology curriculum. Students who successfully complete all requirements of the Fire Protection Technology program will be awarded an Associate in Applied Science Degree by Central Piedmont Community College.

Foodservice Technology Certificate (C55250)

(This program is offered only at Anson Correctional Center prison facility.)

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.

Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control. Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

		Class Hours	Lab Hours	Credit Hours
FST 100	Introduction to Foodservice	3	0	3
FST 101	Introduction to Baking	1	4	3
FST 102	Basic Foodservice Skills	4	8	8
FST 103	Safety and Sanitation	2	2	3
TOTAL CREDIT HOURS IN CERTIFICATE				17

General Occupational Technology Degree

(A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Students wishing to major in General Occupational Technology are required to have an approved individualized program of study to enroll in this program. Information may be obtained in the Student Success Division. This program does not meet the standards of the Comprehensive Articulation Agreement with the UNC System and, therefore, is a terminal program and will not transfer to four-year institutions.

All courses must be taken from approved associate of applied science (AAS) degree, diploma, or certificate programs.

Human Services Technology - Social Services Degree

(A4538D)

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment areas may include family and child assistance programs, rehabilitation health services, medical assistance programs, youth services, services for the aging, and programs for the developmentally disabled in public and private settings.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics (and)	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
SOC 210	Introduction to Sociology	3	0	3

		Class Hours	Lab Hours	Credit Hours
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (25 Credit Hours)				
HSE 110	Introduction to Human Services	2	2	3
HSE 112	Group Process I	1	2	2
HSE 123	Interviewing Techniques	2	2	3
HSE 125	Counseling	2	2	3
HSE 210	Human Services Issues	2	0	2
HSE 225	Crisis Intervention	3	0	3
PSY 150	General Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 220	Social Problems	3	0	3
REQUIRED CONCENTRATION COURSES (15 Credit Hours)				
SWK 110	Introduction to Social Work	3	0	3
SWK 113	Working with Diversity	3	0	3
SWK 115	Community Resources	2	2	3
SWK 214	Social Work Law	3	0	3
SWK 220	SWK Issues in Client Services	3	0	3
OTHER REQUIRED COURSES (18 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
HSE 160	HSE Clinical Supervision I	1	0	1
HSE 162	HSE Clinical Experience I	0	6	2
HSE 220	Case Management (or)	2	2	3
SAB 130	Addictive Behaviors (or)	3	0	3
SAB 140	Pharmacology	3	0	3
HSE 227	Children & Adolescents In Crisis	3	0	3
HSE 260	HSE Clinical Supervision II	1	0	1
HSE 262	HSE Clinical Experience II	0	6	2
SAB 110	Substance Abuse Overview	3	0	3
TOTAL CREDIT HOURS IN DEGREE				74

Human Services Technology - Social Services Diploma
(D4538D)

			Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
COM 140	Introduction to Intercultural Communication		3	0	3
ENG 111	Expository Writing		3	0	3
REQUIRED CORE COURSES (14 Credit Hours)					
HSE 110	Introduction to Human Services		2	2	3
HSE 112	Group Process I		1	2	2
HSE 123	Interviewing Techniques		2	2	3
HSE 225	Crisis Intervention		3	0	3
PSY 150	General Psychology		3	0	3
REQUIRED CONCENTRATION COURSES (12 Credit Hours)					
SWK 110	Introduction to Social Work		3	0	3
SWK 113	Working with Diversity		3	0	3
SWK 115	Community Resources		2	2	3
SWK 214	Social Work Law		3	0	3
OTHER REQUIRED COURSES (6 Credit Hours)					
CIS 110	Introduction to Computers		2	2	3
HSE 220	Case Management		2	2	3
TOTAL CREDIT HOURS IN DIPLOMA					38

Human Services Technology - Social Services Certificate
(C4538D)

CIS 110	Introduction to Computers	2	2	3	
HSE 110	Introduction to Human Services	2	2	3	
HSE 112	Group Process I	1	2	2	
HSE 123	Interviewing Techniques	2	2	3	
HSE 220	Case Management	2	2	3	
HSE 225	Crisis Intervention	3	0	3	
TOTAL CREDIT HOURS IN CERTIFICATE					17

**Human Services Technology - Social Services
Substance Abuse Certificate**
(C4538DA)

CIS 110	Introduction to Computers	2	2	3	
HSE 225	Crisis Intervention	3	0	3	
PSY 150	General Psychology	3	0	3	
SAB 110	Substance Abuse Overview	3	0	3	
SAB 130	Addictive Behaviors	3	0	3	
SAB 140	Pharmacology	3	0	3	
TOTAL CREDIT HOURS IN CERTIFICATE					18

Industrial Systems Technology Degree (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and that includes various diagnostics and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)				
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (18 Credit Hours)				
BPR 111	Blueprint Reading	1	2	2
ELC 112	DC/AC Electricity	3	6	5
HYD 110	Hydraulics/Pneumatics I	2	3	3
ISC 110	Workplace Safety	1	0	1
MEC 111	Machine Processes I	1	4	3
MNT 110	Introduction to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2

		Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (38 Credit Hours)				
AHR 112	Heating Technology	2	4	4
AHR 113	Comfort Cooling	2	4	4
AHR 160	Refrigerant Certification	1	0	1
CIS 110	Introduction to Computers	2	2	3
ELC 113	Basic Wiring I	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 118	National Electrical Code	1	2	2
ELC 128	Introduction to PLC	2	3	3
MEC 112	Machine Processes II	2	3	3
MNT 111	Maintenance Practices	2	2	3
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 212	Inert Gas Welding	1	3	2
TOTAL CREDIT HOURS IN DEGREE				72

Industrial Systems Technology - Maintenance Certificate
(C50240M)

BPR 111	Blueprint Reading	1	2	2
ELC 112	AC/DC Electricity	3	6	5
MEC 111	Machine Processes I	1	4	3
MNT 110	Introduction to Maintenance Procedures	1	3	2
MNT 111	Maintenance Practices	2	2	3
WLD 212	Inert Gas Welding	1	3	2

TOTAL CREDIT HOURS IN CERTIFICATE 17

Industrial Systems Technology - Welding Certificate
(C50240W)

BPR 111	Blueprint Reading	1	2	2
MEC 111	Machine Processes I	1	4	3
MNT 110	Introduction to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 212	Inert Gas Welding	1	3	2

TOTAL CREDIT HOURS IN CERTIFICATE 16

Infant/Toddler Care Certificate (C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

		Class Hours	Lab Hours	Credit Hours
EDU 119	Introduction to Early Childhood Education	4	0	4
EDU 131	Child, Family, & Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 153	Health, Safety, & Nutrition	3	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	3
TOTAL CREDIT HOURS IN CERTIFICATE		16		

Licensed Practical Nurse Refresher Certificate (C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. An individual entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

NUR 107	LPN Refresher	9	9	12
TOTAL CREDIT HOURS IN CERTIFICATE		12		

Mechanical Engineering Technology Diploma (D40320)

(This program is offered on-campus primarily only in the evenings.)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of this curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

			Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)					
ENG 111	Expository Writing		3	0	3
MAT 171	Precalculus Algebra (and)		3	0	3
MAT 171A	Precalculus Algebra Lab		0	2	1
REQUIRED CORE COURSES (11 Credit Hours)					
DFT 151	CAD I		2	3	3
DFT 152	CAD II		2	3	3
ISC 112	Industrial Safety		2	0	2
MEC 111	Machines Processes I		1	4	3
OTHER REQUIRED COURSES (22 Credit Hours)					
BPR 111	Blueprint Reading (or)		2	0	2
COE 111	Co-op Work Experience I (and)		0	10	1
COE 115	Work Experience Seminar I		1	0	1
CIS 110	Introduction to Computers		2	2	3
DFT 111	Technical Drafting I		1	3	2
DFT 153	CAD III		2	3	3
ISC 128	Industrial Leadership		2	0	2
MAT 172	Precalculus Trigonometry		3	0	3
MAT 172A	Precalculus Trigonometry Lab		0	2	1
MEC 112	Machine Processes II		2	3	3
MEC 172	Introduction to Metallurgy		2	2	3
TOTAL CREDIT HOURS IN DIPLOMA					
					40

Mechanical Engineering Technology - Design Certificate (C40320B)

(This program is offered only at Brown Creek Correctional Institution prison facility.)

DDF 211	Design Drafting I	1	6	4
DDF 212	Design Drafting II	1	6	4
DDF 214	Tool Design	2	4	4
DFT 154	Introduction to Solid Modeling	2	3	3
MEC 111	Machine Processes I	1	4	3
TOTAL CREDIT HOURS IN CERTIFICATE				
				18

Mechancial Engineering Technology - Drafting Certificate (C40320A)

(This program is offered on-campus in the evenings only.)

		Class Hours	Lab Hours	Credit Hours
BPR 111	Blueprint Reading	1	2	2
CIS 110	Introduction to Computers	2	2	3
DFT 111	Technical Drafting I	1	3	2
DFT 151	CAD I	2	3	3
DFT 152	CAD II	2	3	3
DFT 153	CAD III	2	3	3
TOTAL CREDIT HOURS IN CERTIFICATE				16

Mechanical Engineering Technology - Industrial Practices Certificate (C40320D)

(This program is offered only at Brown Creek Correctional Institution prison facility.)

ISC 112	Industrial Safety	2	0	2
ISC 128	Industrial Leadership	2	0	2
MEC 111	Machine Processes I	1	4	3
MEC 112	Machine Processes II	2	3	3
MEC 172	Introduction to Metallurgy	2	2	3
TOTAL CREDIT HOURS IN CERTIFICATE				13

Medical Assisting Degree (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals who are qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The South Piedmont Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs, 35 E. Wacker Dr., Ste. 1970, Chicago, IL 60601-2208, 312-553-9355.

GENERAL EDUCATION REQUIREMENTS (12-13 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3

			Class Hours	Lab Hours	Credit Hours
MAT 110	Mathematical Measurement (or)		2	2	3
MAT 140	Survey of Mathematics (and)		3	0	3
MAT 140A	Survey of Mathematics Lab		0	2	1
PSY 150	General Psychology		3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)					
ART 111	Art Appreciation		3	0	3
ART 114	Art History Survey I		3	0	3
ART 115	Art History Survey II		3	0	3
DRA 122	Oral Interpretation		3	0	3
HUM 120	Cultural Studies		3	0	3
HUM 130	Myth in Human Culture		3	0	3
HUM 160	Introduction to Film		2	2	3
HUM 220	Human Values and Meaning		3	0	3
MUS 110	Music Appreciation		3	0	3
PHI 240	Introduction to Ethics		3	0	3
REL 110	World Religions		3	0	3
REL 211	Introduction to Old Testament		3	0	3
REL 212	Introduction to New Testament		3	0	3
REL 221	Religion in America		3	0	3
REQUIRED CORE COURSES (34 Credit Hours)					
BIO 163	Basic Anatomy & Physiology		4	2	5
MED 110	Orientation to Medical Assisting		1	0	1
MED 121	Medical Terminology I		3	0	3
MED 122	Medical Terminology II		3	0	3
MED 130	Administrative Office Procedures I		1	2	2
MED 131	Administrative Office Procedures II		1	2	2
MED 140	Exam Room Procedures I		3	4	5
MED 150	Laboratory Procedures I		3	4	5
MED 260	MED Clinical Externship		0	15	5
OST 149	Medical/Legal Issues		3	3	3
OTHER REQUIRED COURSES (23 Credit Hours)					
ACC 120	Principles of Financial Accounting		3	2	4
BIO 271	Pathophysiology		3	0	3
BUS 137	Principles of Management		3	0	3
CIS 110	Introduction to Computers		2	2	3
MED 112	Orientation to Clinical Setting I		0	3	1
MED 262	Clinical Perspectives		1	0	1
MED 264	Medical Assisting Overview		2	0	2
MED 272	Drug Therapy		3	0	3
OST 148	Medical Coding, Billing, & Insurance		3	0	3
TOTAL CREDIT HOURS IN DEGREE					
72-73					

Medical Assisting Diploma (D45400)

			Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
COM 140	Introduction to Intercultural Communication		3	0	3
ENG 111	Expository Writing		3	0	3
REQUIRED CORE COURSES (34 Credit Hours)					
BIO 163	Basic Anatomy & Physiology		4	2	5
MED 110	Orientation to Medical Assisting		1	0	1
MED 121	Medical Terminology I		3	0	3
MED 122	Medical Terminology II		3	0	3
MED 130	Administrative Office Procedures I		1	2	2
MED 131	Administrative Office Procedures II		1	2	2
MED 140	Exam Room Procedures I		3	4	5
MED 150	Laboratory Procedures I		3	4	5
MED 260	MED Clinical Externship		0	15	5
OST 149	Medical/Legal Issues		3	0	3
OTHER REQUIRED COURSES (7 Credit Hours)					
CIS 110	Introduction to Computers		2	2	3
MED 112	Orientation to Clinical Setting I		0	3	1
MED 262	Clinical Perspectives		1	0	1
MED 264	Medical Assisting Overview		2	0	2
TOTAL CREDIT HOURS IN DIPLOMA					
					47

Medical Assisting - Office Laboratory Technician (COLT) Certificate (C45400)

CIS 110	Introduction to Computers	2	2	3
MED 110	Orientation to Medical Assisting	1	0	1
MED 112	Orientation to Clinical Setting I	0	3	1
MED 121	Medical Terminology I	3	0	3
MED 130	Administrative Office Procedures I	1	2	2
MED 150	Laboratory Procedures I	3	4	5
OST 149	Medical/Legal Issues	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE

18

Medical Office Administration Degree (A25310)

This curriculum prepares individuals for employment in medical and other health care related facilities.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health care related organizations.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (11 Credit Hours)				
BIO 163	Basic Anatomy & Physiology	4	2	5
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)				
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (21 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
MED 121	Medical Terminology I	3	0	3
MED 122	Medical Terminology II	3	0	3
OST 134	Text Entry & Formatting	2	3	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 149	Medical Legal Issues	3	0	3
OST 243	Medical Office Simulation	2	2	3
OTHER REQUIRED COURSES (30 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
COE 111	Co-op Work Experience I	0	10	1
COE 115	Work Experience Seminar I	1	0	1
CTS 130	Spreadsheet	2	2	3
MED 130	Administrative Office Procedures I	1	2	2
MED 131	Administrative Office Procedures II	1	2	2
OST 131	Keyboarding	1	2	2
OST 135	Advanced Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	1	2	2

		Class Hours	Lab Hours	Credit Hours
ELECTIVES (Choose at least 4 Credit Hours)				
BIO 271	Pathophysiology	3	0	3
MED 232	Medical Insurance Coding	1	3	2
MED 272	Drug Therapy	3	0	3
OST 136	Word Processing	1	2	2
OST 236	Advanced Word/Information Processing	2	2	3
OST 241	Medical Office Transcription I	1	2	2
OST 242	Medical Office Transcription II	1	2	2
TOTAL CREDIT HOURS IN DEGREE				72

Medical Office Administration - Medical Insurance Coding Diploma (D25310)

GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)

BIO 163	Basic Anatomy & Physiology	4	2	5
ENG 111	Expository Writing	3	0	3

REQUIRED CORE COURSES (21 Credit Hours)

CIS 110	Introduction to Computers	2	2	3
MED 121	Medical Terminology I	3	0	3
MED 122	Medical Terminology II	3	0	3
OST 134	Text Entry and Formatting	2	3	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 149	Medical Legal Issues	3	0	3
OST 243	Medical Office Simulation	2	2	3

OTHER REQUIRED COURSES (7 Credit Hours)

BIO 271	Pathophysiology	3	0	3
MED 232	Medical Insurance Coding	1	3	2
OST 131	Keyboarding	1	2	2

TOTAL CREDIT HOURS IN DIPLOMA **36**

Medical Office Administration Certificate (C25310)

CIS 110	Introduction to Computers	2	2	3
MED 121	Medical Terminology I	3	0	3
MED 122	Medical Terminology II	3	0	3
MED 130	Administrative Office Procedures I	1	2	2
MED 131	Administrative Office Procedures II	1	2	2
OST 131	Keyboarding	1	2	2
OST 149	Medical Legal Issues	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Medical Office Administration - Transcription Certificate

(C25310T)

(Proficiency in keyboarding is recommended.)

		Class Hours	Lab Hours	Credit Hours
BIO 163	Basic Anatomy & Physiology	4	2	5
MED 121	Medical Terminology I	3	0	3
MED 122	Medical Terminology II	3	0	3
OST 164	Text Editing Applications	3	0	3
OST 241	Medical Office Transcription I	1	2	2
OST 242	Medical Office Transcription II	1	2	2
TOTAL CREDIT HOURS IN CERTIFICATE				18

Medical Sonography Degree

(A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

GENERAL EDUCATION REQUIREMENTS (13 Credit Hours)

COM 140	Introduction to Intercultural Communication (or)	3	0	3
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 171A	Precalculus Algebra Lab	0	2	1
PSY 150	General Psychology (or)	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

		Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (53 Credit Hours)				
BIO 166	Anatomy & Physiology II	3	3	4
SON 110	Introduction to Sonography	1	6	3
SON 111	Sonographic Physics	3	3	4
SON 120	SON Clinical Education I	0	15	5
SON 121	SON Clinical Education II	0	15	5
SON 130	Abdominal Sonography I	2	3	3
SON 131	Abdominal Sonography II	1	3	2
SON 140	Gynecologic Sonography	2	0	2
SON 220	SON Clinical Education III	0	24	8
SON 221	SON Clinical Education IV	0	24	8
SON 225	Case Studies	0	3	1
SON 241	Obstetrical Sonography I	2	0	2
SON 242	Obstetrical Sonography II	2	0	2
SON 250	Vascular Sonography	1	3	2
SON 289	Sonographic Topics	2	0	2
OTHER REQUIRED COURSES (7 Credit Hours)				
BIO 165	Anatomy & Physiology I	3	3	4
CIS 111	Basic PC Literacy	1	2	2
SON 272	Advanced Pathology	0	3	1
TOTAL CREDIT HOURS IN DEGREE				76

Networking Technology Degree (A25340)

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

		Class Hours	Lab Hours	Credit Hours
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (45 Credit Hours)				
BUS 110	Introduction to Business	3	0	3
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming and Logic	2	3	3
CTS 120	Hardware/Software Support	2	3	3
DBA 110	Database Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NET 126	Routing Basics	1	4	3
NET 225	Routing & Switching I	1	4	3
NET 226	Routing & Switching II	1	4	3
NET 289	Networking Project	1	4	3
NOS 110	Operating System Concepts	2	3	3
NOS 120	Linux/UNIX Single User	2	2	3
NOS 130	Windows Single User	2	2	3
NOS 230	Windows Administration I	2	2	3
SEC 110	Security Concepts	3	0	3
ELECTIVES (Choose 6 Credit Hours)				
COE 110	World of Work	1	0	1
COE 111	Co-op Work Experience I (and)	0	10	1
COE 115	Work Experience Seminar I	1	0	1
NET 116	Fundamentals of Voice/Data Cable	2	2	3
NET 175	Wireless Technology	2	2	3
TOTAL CREDIT HOURS IN DEGREE				67

Networking Technology Certificate (C25340)

CIS 110	Introduction to Computers	2	2	3
CTS 120	Hardware/Software Support	2	3	3
NOS 110	Operating System Concepts	2	3	3
NOS 120	Linux/UNIX Single User	2	2	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Networking Technology - Routing and Switching (CISCO) Certificate (C25340RS)

			Class Hours	Lab Hours	Credit Hours
CIS 110	Introduction to Computers		2	2	3
CTS 120	Hardware/Software Support		2	3	3
NET 125	Networking Basics		1	4	3
NET 126	Routing Basics		1	4	3
NET 225	Routing & Switching I		1	4	3
NET 226	Routing & Switching II		1	4	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Office Systems Technology (A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics (and)	3	0	3
MAT 140A	Survey of Mathematics Lab (or)	0	2	1
BIO 111	General Biology I	3	3	4

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

			Class Hours	Lab Hours	Credit Hours
REQUIRED CORE COURSES (14 Credit Hours)					
CIS 110	Introduction to Computers		2	2	3
OST 134	Text Entry & Formatting		2	2	3
OST 164	Text Editing Applications		3	0	3
OST 181	Introduction to Office Systems		2	2	3
OST 184	Records Management		1	2	2
OTHER REQUIRED COURSES (41 Credit Hours)					
ACC 120	Principles of Financial Accounting		3	2	4
BUS 115	Business Law I		3	0	3
BUS 121	Business Math		2	2	3
BUS 137	Principles of Management		3	0	3
COE 111	Co-op Work Experience I		0	10	1
COE 115	Work Experience Seminar I		1	0	1
CTS 125	Presentation Graphics		2	2	3
CTS 130	Spreadsheet		2	2	3
CTS 230	Advanced Spreadsheet		2	2	3
DBA 110	Database Concepts		2	3	3
ECO 252	Principles of Macroeconomics		3	0	3
OST 131	Keyboarding		1	2	2
OST 135	Advanced Text Entry & Formatting		3	2	4
OST 136	Word Processing		1	2	2
OST 236	Advanced Word/Information Processing		2	2	3

TOTAL CREDIT HOURS IN DEGREE **71**

Office Systems Technology Diploma (D25360)

GENERAL EDUCATION (6 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3

REQUIRED CORE COURSES (14 Credit Hours)

CIS 110	Introduction to Computers	2	2	3
OST 134	Text Entry & Formatting	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 181	Introduction to Office Systems	2	2	3
OST 184	Records Management	1	2	2

OTHER REQUIRED COURSES (22 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	4
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
CTS 125	Presentation Graphics	2	2	3
CTS 130	Spreadsheet	2	2	3
OST 131	Keyboarding	1	2	2
OST 135	Advanced Text Entry & Formatting	3	2	4

TOTAL CREDIT HOURS IN DIPLOMA **42**

Office Systems Technology Certificate
(C25360)

		Class Hours	Lab Hours	Credit Hours
CIS 110	Introduction to Computers	2	2	3
OST 131	Keyboarding	1	2	2
OST 134	Text Entry & Formatting	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 181	Introduction of Office Systems	2	2	3
OST 184	Records Management	1	2	2
TOTAL CREDIT HOURS IN CERTIFICATE		16		

Office Systems Technology - Microsoft Office Certificate
(C25360A)

CIS 110	Introduction to Computers	2	2	3
CTS 125	Presentation Graphics	2	2	3
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts	2	3	3
OST 131	Keyboarding	1	2	2
OST 136	Word Processing	1	2	2
TOTAL CREDIT HOURS IN CERTIFICATE		16		

Paralegal Technology Degree
(A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

GENERAL EDUCATION REQUIREMENTS (10 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics (and)	3	0	3
MAT 140A	Survey of Mathematics Lab (or)	0	2	1
BIO 111	General Biology I	3	3	4

SOCIAL/BEHAVIORAL SCIENCES (Choose 3 Credit Hours)

GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 117	History of Religions	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

		Class Hours	Lab Hours	Credit Hours
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (23 Credit Hours)				
LEX 110	Introduction to Paralegal Study	2	0	2
LEX 120	Legal Research/Writing I	2	2	3
LEX 130	Civil Injuries	3	0	3
LEX 140	Civil Litigation I	3	0	3
LEX 150	Commercial Law I	2	2	3
LEX 210	Real Property I	3	0	3
LEX 240	Family Law	3	3	3
LEX 250	Wills, Estates, & Trusts	2	2	3
OTHER REQUIRED COURSES (23 Credit Hours)				
ACC 120	Principles of Financial Accounting	3	2	4
CIS 110	Introduction to Computers	2	2	3
LEX 141	Civil Litigation II	2	2	3
LEX 160	Criminal Law & Procedure	2	2	3
LEX 170	Administrative Law	2	0	2
LEX 220	Corporate Law	2	0	2
LEX 280	Ethics & Professionalism	2	0	2
LEX 285	Workers' Compensation Law	2	0	2
OST 136	Word Processing	1	2	2
ELECTIVES (Choose at least 3 Credit Hours)				
ACC 129	Individual Income Taxes	2	2	3
COE 111	Co-op Work Experience I	0	10	1
LEX 260	Bankruptcy & Collections	3	0	3
TOTAL CREDIT HOURS IN DEGREE				65

Paralegal Technology Diploma

(D25380)

(The Paralegal Diploma is open to students who hold at least an associate degree from an accredited college or university.)

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)				
ENG 111	Expository Writing	3	0	3
PSY 150	General Psychology	3	0	3
REQUIRED CORE COURSES (14 Credit Hours)				
LEX 110	Introduction to Paralegal Study	2	0	2
LEX 120	Legal Research/Writing I	2	2	3
LEX 130	Civil Injuries	3	0	3
LEX 140	Civil Litigation I	3	0	3
LEX 150	Commercial Law	2	2	3
OTHER REQUIRED COURSES (10 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
LEX 141	Civil Litigation II	2	2	3
LEX 280	Ethics & Professionalism	2	0	2
OST 136	Word Processing	1	2	2
ELECTIVES (Choose at least 6 Credit Hours)				
LEX 160	Criminal Law & Procedure	2	2	3
LEX 170	Administrative Law	2	0	2
LEX 210	Real Property I	3	0	3
LEX 240	Family Law	3	3	3
LEX 250	Wills, Estates, & Trusts	2	2	3
LEX 260	Bankruptcy & Collections	3	0	3
LEX 285	Workers' Compensation Law	2	0	2
TOTAL CREDIT HOURS IN DIPLOMA				36

Practical Nursing Diploma

(D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

ENG 111	Expository Writing	3	0	3
PSY 110	Life Span Development	3	0	3

REQUIRED CORE COURSES (33 Credit Hours)

NUR 101	Practical Nursing I	7	12	11
NUR 102	Practical Nursing II	8	12	12
NUR 103	Practical Nursing III	6	12	10

			Class Hours	Lab Hours	Credit Hours
OTHER REQUIRED COURSES (9 Credit Hours)					
BIO 163	Basic Anatomy and Physiology		4	2	5
NUR 117	Pharmacology		1	3	2
NUR 118	Nutrition and Diet Therapy		2	2	2
TOTAL CREDIT HOURS IN DIPLOMA					48

Radiation Therapy Technology Degree (A45680)

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

GENERAL EDUCATION REQUIREMENTS (14 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
BIO 163	Basic Anatomy & Physiology	4	2	5
PSY 150	General Psychology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

REQUIRED CORE COURSES (48 Credit Hours)

RTT 120	Radiation Therapy Positioning	2	2	3
RTT 121	Special Imaging	2	0	2
RTT 150	Radiation Therapy Orientation	3	0	3
RTT 151	RTT Clinical Education I	0	9	3
RTT 161	RTT Clinical Education II	0	6	2
RTT 210	Radiobiology	2	0	2
RTT 221	Clinical Oncology I	3	0	3
RTT 222	Clinical Oncology II	3	0	3
RTT 230	General RAD THRY Physics	3	0	3
RTT 231	Dosimetry	3	0	3
RTT 232	Radiation Therapy Procedures	2	0	2

			Class Hours	Lab Hours	Credit Hours
RTT 238	RTT Clinical Education III		0	17	6
RTT 239	RTT Clinical Education IV		0	20	7
RTT 246	RTT Clinical Education V		0	18	6
OTHER REQUIRED COURSES (8 Credit Hours)					
BIO 271	Pathophysiology		3	0	3
CIS 110	Introduction to Computers		2	2	3
RAD 131	Radiographic Physics I		1	3	2
TOTAL CREDIT HOURS IN DEGREE 73					

Surgical Technology Degree

(A45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply procession units.

GENERAL EDUCATION REQUIREMENTS (13 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
PSY 150	General Psychology	3	0	3

HUMANITIES/FINE ARTS (Choose 3 Credit Hours)

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3

REQUIRED CORE COURSES (37 Credit Hours)

SUR 110	Introduction to Surgical Technology	3	0	3
SUR 111	Perioperative Patient Care	5	6	7
SUR 122	Surgical Procedures I	5	3	6
SUR 123	SUR Clinical Practice I	0	21	7

		Class Hours	Lab Hours	Credit Hours
SUR 134	Surgical Procedures II	5	0	5
SUR 135	SUR Clinical Practice II	0	12	4
SUR 137	Professional Success Preparation	1	0	1
SUR 210	Advanced SUR Clinical Practice	0	6	2
SUR 211	Advanced Theoretical Concepts	2	0	2
OTHER REQUIRED COURSES (14 Credit Hours)				
BIO 163	Basic Anatomy and Physiology	4	2	5
BUS 135	Principles of Supervision (or)	3	0	3
BUS 137	Principles of Management	3	0	3
BUS 152	Human Relations	3	0	3
CIS 110	Introduction to Computers	2	2	3
TOTAL CREDIT HOURS IN DEGREE				67

Surgical Technology Diploma (D45740)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3

REQUIRED CORE COURSES (33 Credit Hours)

SUR 110	Introduction to Surgical Technology	3	0	3
SUR 111	Perioperative Patient Care	5	6	7
SUR 122	Surgical Procedures I	5	3	6
SUR 123	SUR Clinical Practice I	0	21	7
SUR 134	Surgical Procedures II	5	0	5
SUR 135	SUR Clinical Practice II	0	12	4
SUR 137	Professional Success Preparation	1	0	1

OTHER REQUIRED COURSES (5 Credit Hours)

BIO 163	Basic Anatomy and Physiology	4	2	5
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TOTAL CREDIT HOURS IN DIPLOMA				44
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Therapeutic Massage Degree (A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (14 Credit Hours)				
BIO 163	Basic Anatomy & Physiology	4	2	5
COM 140	Introduction to Intercultural Communication	3	0	3
ENG 111	Expository Writing	3	0	3
PSY 150	General Psychology	3	0	3
HUMANITIES/FINE ARTS (Choose 3 Credit Hours)				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 122	Oral Interpretation	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
REQUIRED CORE COURSES (50 Credit Hours)				
BIO 271	Pathophysiology	3	0	3
BUS 152	Human Relations	3	0	3
BUS 280	REAL Small Business	4	0	4
MTH 110	Fundamentals of Massage	6	12	10
MTH 120	Therapeutic Massage Applications	6	12	10
MTH 125	Ethics of Massage	2	0	2
MTH 210	Advanced Skills of Massage	4	12	8
MTH 220	Outcome-Based Massage	4	9	7
NUT 110	Nutrition	3	0	3
OTHER REQUIRED COURSES (6 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
COE 111	Co-op Work Experience I	0	10	1
MED 120	Survey of Medical Terminology	2	0	2
TOTAL CREDIT HOURS IN DEGREE				73

Therapeutic Massage Diploma
(D45750)

		Class Hours	Lab Hours	Credit Hours
GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)				
BIO 163	Basic Anatomy & Physiology	4	2	5
ENG 111	Expository Writing	3	0	3
REQUIRED CORE COURSES (28 Credit Hours)				
BIO 271	Pathophysiology	3	0	3
MTH 110	Fundamentals of Massage	6	12	10
MTH 120	Therapeutic Massage Applications	6	12	10
MTH 125	Ethics of Massage	2	0	2
NUT 110	Nutrition	3	0	3
OTHER REQUIRED COURSES (5 Credit Hours)				
CIS 110	Introduction to Computers	2	2	3
MED 120	Survey of Medical Terminology	2	0	2
TOTAL CREDIT HOURS IN DIPLOMA				41

Course Descriptions

The courses listed on the following pages represent the current curriculum offerings.

- The courses are listed in alphabetic order by a 3-letter prefix (BUS for Business, HIS for History).
- The courses are assigned a 3-digit number (ACC 120).
- Any course number less than 100 will not earn credit hours toward graduation (ACA 090).
- The course title follows the number (ACC 120 Principles of Financial Accounting).
- The number of contact and credit hours follow the title (ACC 120 Principles of Financial Accounting 3 2 4). The first number represents the number of lecture hours per week; the second number represents the number of lab, shop, clinical, or practicum hours per week; the last number represents the number of credit hours assigned to the course.
- Prerequisites mean preliminary skills, knowledge, or other courses are required before enrollment in the course.
- Corequisites mean courses that must be taken during the same term as the course that requires the corequisites.

ACA 090	Study Skills	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Strategies covered in this course are essential to students who need classes in two or more developmental subjects.				
ACA 111	College Student Success	1	0	1
Prerequisites:	None			
Corequisites:	None			
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.				
ACA 115	Success & Study Skills	0	2	1
Prerequisites:	None			
Corequisites:	None			
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Course content is intended for AA, AS, and AGE students in their first 15 hours of coursework at or above the 100 level.				
ACC 120	Principles of Financial Accounting	3	2	4
Prerequisites:	None			
Corequisites:	None			
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
ACC 121	Principles of Managerial Accounting	3	2	4
Prerequisites:	ACC 120			
Corequisites:	None			
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				

ACC 129	Individual Income Taxes		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.					
ACC 130	Business Income Taxes		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.					
ACC 140	Payroll Accounting		1	2	2
Prerequisites:	ACC 120				
Corequisites:	None				
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.					
ACC 149	Introduction to Accounting Spreadsheets		1	2	2
Prerequisites:	ACC 120				
Corequisites:	None				
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.					
ACC 150	Accounting Software Applications		1	2	2
Prerequisites:	ACC 120				
Corequisites:	None				
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.					
ACC 215	Ethics in Accounting		3	0	3
Prerequisites:	ACC 121				
Corequisites:	None				
This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.					
ACC 220	Intermediate Accounting I		3	2	4
Prerequisites:	ACC 120				
Corequisites:	None				
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.					

ACC 221	Intermediate Accounting II	3	2	4
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Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	Cost Accounting	3	0	3
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Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 226	Advanced Managerial Accounting	3	0	3
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Prerequisites: ACC 121

Corequisites: None

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

AHR 110	Introduction to Refrigeration	2	6	5
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Prerequisites: None

Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111	HVACR Electricity	2	2	3
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Prerequisites: None

Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112	Heating Technology	2	4	4
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Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113	Comfort Cooling	2	4	4
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Prerequisites: None

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114	Heat Pump Technology	2	4	4
Prerequisites:	AHR 110 or AHR 113			
Corequisites:	None			
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.				
AHR 125	HVAC Electronics	1	3	2
Prerequisites:	None			
Corequisites:	AHR 111			
This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.				
AHR 133	HVAC Servicing	2	6	4
Prerequisites:	None			
Corequisites:	AHR 112 or AHR 113			
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.				
AHR 140	All-Weather Systems	1	3	2
Prerequisites:	AHR 112 or AHR 113			
Corequisites:	None			
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.				
AHR 160	Refrigerant Certification	1	0	1
Prerequisites:	None			
Corequisites:	None			
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.				
AHR 180	HVACR Customer Relations	1	0	1
Prerequisites:	None			
Corequisites:	None			
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.				
AHR 210	Residential Building Code	1	2	2
Prerequisites:	None			
Corequisites:	None			
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.				
AHR 211	Residential System Design	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.				

AHR 212	Advanced Comfort Systems	2	6	4
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Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 240	Hydronic Heating	1	3	2
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Prerequisites: AHR 112

Corequisites: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

AHR 250	HVAC System Diagnostics	0	4	2
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Prerequisites: None

Corequisites: AHR 212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

AHR 255	Indoor Air Quality	1	2	2
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Prerequisites: None

Corequisites: None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

ART 111	Art Appreciation	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114	Art History Survey I	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115	Art History Survey II	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

AUB 111	Painting & Refinishing I	2	6	4
Prerequisites:	None			
Corequisites:	None			
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.				
AUB 112	Painting & Refinishing II	2	6	4
Prerequisites:	AUB 111			
Corequisites:	None			
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.				
AUB 114	Special Finishes	1	2	2
Prerequisites:	AUB 111			
Corequisites:	None			
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.				
AUB 121	Non-Structural Damage I	1	4	3
Prerequisites:	None			
Corequisites:	None			
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.				
AUB 122	Non-Structural Damage II	2	6	4
Prerequisites:	None			
Corequisites:	None			
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.				
AUB 131	Structural Damage I	2	4	4
Prerequisites:	None			
Corequisites:	None			
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle that has received light/moderate structural damage.				
AUB 132	Structural Damage II	2	6	4
Prerequisites:	AUB 131			
Corequisites:	None			
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.				

AUB 134	Autobody MIG Welding	1	4	3
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Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136	Plastics & Adhesives	1	4	3
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Prerequisites: None

Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

BIO 111	General Biology I	3	3	4
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Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 112	General Biology II	3	3	4
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Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 163	Basic Anatomy & Physiology	4	2	5
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Prerequisites: None

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course also includes an introduction to microbiology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 165	Anatomy and Physiology I	3	3	4
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Prerequisites: None

Corequisites: None

This course is the first of a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 166	Anatomy and Physiology II	3	3	4
Prerequisites:	BIO 165			
Corequisites:	None			
This course is the second in a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BIO 175	General Microbiology	2	2	3
Prerequisites:	BIO 165			
Corequisites:	None			
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BIO 242	Natural Resource Conservation	3	0	3
Prerequisites:	BIO 112			
Corequisites:	None			
This course describes the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BIO 243	Marine Biology	3	3	4
Prerequisites:	BIO 110 or BIO 111			
Corequisites:	None			
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BIO 250	Genetics	3	3	4
Prerequisites:	BIO 112			
Corequisites:	None			
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BIO 271	Pathophysiology	3	0	3
Prerequisites:	BIO 163 or BIO 166			
Corequisites:	None			
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				

BIO 275	Microbiology	3	3	4
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Prerequisites: BIO 112, BIO 163, or BIO 165

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BPR 111	Blueprint Reading	1	2	2
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Prerequisites: None

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BTC 181	Basic Laboratory Techniques	3	3	4
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Prerequisites: None

Corequisites: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BUS 110	Introduction to Business	3	0	3
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Prerequisites: None

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115	Business Law I	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 116	Business Law II	3	0	3
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Prerequisites: BUS 115

Corequisites: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	Business Math	2	2	3
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Prerequisites: MAT 060

Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125	Personal Finance	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.				
BUS 135	Principles of Supervision	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.				
BUS 137	Principles of Management	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
BUS 147	Business Insurance	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.				
BUS 152	Human Relations	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.				
BUS 153	Human Resource Management	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.				
BUS 225	Business Finance	2	2	3
Prerequisites:	ACC 120			
Corequisites:	None			
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.				
BUS 230	Small Business Management	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision-making. Upon completion, students should be able to develop a small business plan.				

BUS 280 REAL Small Business

4 0 4

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHM 131 Introduction to Chemistry

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Introduction to Chemistry Lab

0 3 1

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry

3 3 4

Prerequisites: CHM 131 and CHM 131A

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

CHM 151 General Chemistry I

3 3 4

Prerequisites: None

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152 General Chemistry II

3 3 4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CIS 070	Fundamentals of Computing	0	2	1
Prerequisites:	None			
Corequisites:	None			
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents, and perform basic applications operations.				
CIS 110	Introduction to Computers	2	2	3
Prerequisites:	CIS 070 or appropriate CPT scores			
Corequisites:	None			
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).				
CIS 111	Basic PC Literacy	1	2	2
Prerequisites:	None			
Corequisites:	None			
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.				
CIS 115	Introduction to Programming & Logic	2	3	3
Prerequisites:	MAT 070 or appropriate CPT scores			
Corequisites:	None			
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).				
CIS 165	Desktop Publishing I	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.				
CJC 100	Basic Law Enforcement Training	9	30	19
Prerequisites:	None			
Corequisites:	None			
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.				
CJC 111	Introduction to Criminal Justice	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.				

CJC 112	Criminology	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.				
CJC 113	Juvenile Justice	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.				
CJC 121	Law Enforcement Operations	3	0	3
Prerequisites:	None			
Corequisites:	None			
The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
CJC 131	Criminal Law	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.				
CJC 132	Court Procedure & Evidence	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.				
CJC 141	Corrections	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.				
CJC 151	Introduction to Loss Prevention	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.				

CJC 160	Terrorism: Underlying Issues	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.				
CJC 212	Ethics & Community Relations	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.				
CJC 213	Substance Abuse	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.				
CJC 221	Investigative Principles	3	2	4
Prerequisites:	None			
Corequisites:	None			
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.				
CJC 222	Criminalistics	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.				
CJC 223	Organized Crime	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.				
CJC 231	Constitutional Law	3	0	3
Prerequisites:	None			
Corequisites:	None			
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.				

CJC 232	Civil Liability		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.					
CJC 293	Selected Topics in CJC		3	0	3
Prerequisites:	Enrollment in the program				
Corequisites:	None				
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.					
COE 110	World of Work		1	0	1
Prerequisites:	None				
Corequisites:	None				
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.					
COE 111	Co-op Work Experience I		0	10	1
Prerequisites:	None				
Corequisites:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 115	Work Experience Seminar I		1	0	1
Prerequisites:	None				
Corequisites:	COE 111				
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience.					
COE 121	Co-op Work Experience II		0	10	1
Prerequisites:	None				
Corequisites:	None				
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 125	Work Experience Seminar II		1	0	1
Prerequisites:	None				
Corequisites:	COE 121				
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience.					
COM 140	Introduction to Intercultural Communication		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. The intercultural topics discussed in this course are designed to serve as a basis for developing dyadic, small group and large group speaking topics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.					

COM 231	Public Speaking	3	0	3
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Prerequisites: None

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.

CSC 139	Visual BASIC Programming	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug at the beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 151	JAVA Programming	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 153	C# Programming	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 239	Advanced Visual BASIC Programming	2	3	3
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Prerequisites: CSC 139

Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 253	Advanced C# Programming	2	3	3
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Prerequisites: CSC 153

Corequisites: None

This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289	Programming Capstone Project	1	4	3
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Prerequisites: CTS 285

Corequisites: None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CTS 120	Hardware/Software Support	2	3	3
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Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 125	Presentation Graphics	2	2	3
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Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130	Spreadsheet	2	2	3
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Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 230	Advanced Spreadsheet	2	2	3
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Prerequisites: CTS 130

Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 285	Systems Analysis & Design	3	0	3
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Prerequisites: CIS 115

Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289	System Support Project	1	4	3
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Prerequisites: CTS 285

Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

DBA 110	Database Concepts	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115	Database Applications		2	2	3
Prerequisites:	DBA 110				
Corequisites:	None				
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.					
DBA 120	Database Programming I		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.					
DBA 210	Database Administration		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.					
DDF 211	Design Process I		1	6	4
Prerequisites:	None				
Corequisites:	None				
This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.					
DDF 212	Design Process II		1	6	4
Prerequisites:	DDF 211				
Corequisites:	None				
This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.					
DDF 214	Tool Design		2	4	4
Prerequisites:	None				
Corequisites:	None				
This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.					
DFT 111	Technical Drafting I		1	3	2
Prerequisites:	None				
Corequisites:	None				
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.					
DFT 151	CAD I		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.					

DFT 152	CAD II		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.					
DFT 153	CAD III		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.					
DFT 154	Introduction to Solid Modeling		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render, and generate a multiview drawing.					
DRA 122	Oral Interpretation		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
ECM 168	Electronic Business		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.					
ECM 210	Introduction to Electronic Commerce		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site.					
ECM 220	Electronic Commerce Planning & Implementation		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for Electronic Commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.					

ECM 230 Capstone Project

1 6 3

Prerequisites: ECM 220

Corequisites: None

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.

ECO 251 Principles of Microeconomics

3 0 3

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.

ECO 252 Principles of Macroeconomics

3 0 3

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.

EDU 118 Teacher Associate Principles & Practices

3 0 3

Prerequisites: None

Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.

EDU 119 Introduction to Early Childhood Education

4 0 4

Prerequisites: None

Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able to design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities.

EDU 131 Child, Family, & Community

3 0 3

Prerequisites: None

Corequisites: None

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of children.

EDU 144	Child Development I	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 145	Child Development II	3	0	3
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Prerequisites: None

Corequisites: None

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, and cognitive, and language development, multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146	Child Guidance	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

EDU 147	Behavior Disorders	3	0	3
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Prerequisites: None

Corequisites: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 148	Learning Disabilities	4	2	5
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Prerequisites: None

Corequisites: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 151	Creative Activities	3	0	3
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Prerequisites: None

Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153	Health, Safety, & Nutrition	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy living environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.				
EDU 154	Social/Emotional/Behavioral Development	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the social-emotional and behavioral development of children and the causes, expressions, and prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver-child relationships, positive social-emotional environments, developmental concerns, risk factors, early identification and screening and intervention strategies. Upon completion, students should be able to identify factors influencing social-emotional development and behaviors, utilize screening measures, design behavioral plans and make appropriate referrals.				
EDU 157	Active Play	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.				
EDU 186	Reading & Writing Methods	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.				
EDU 188	Issues in Early Childhood Education	2	0	2
Prerequisites:	None			
Corequisites:	None			
This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.				
EDU 216	Foundations of Education	3	2	4
Prerequisites:	None			
Corequisites:	None			
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
EDU 221	Children with Exceptionalities	3	0	3
Prerequisites:	EDU 144 and EDU 145			
Corequisites:	None			
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.				

EDU 234	Infants, Toddlers, & Twos		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.					
EDU 235	School-Age Development & Programs		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.					
EDU 241	Adult-Child Relations		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course covers self-concept and effective and active listening skills in positive one-to-one interactions with individuals and groups of children. Emphasis is placed on self-concept development and effective communication techniques used with children. Upon completion, students should be able to identify principles underlying self-concept and demonstrate effective listening and communication skills used by adults with children.					
EDU 247	Physical Disabilities		3	0	3
Prerequisites:	EDU 144				
Corequisites:	None				
This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.					
EDU 248	Mental Retardation		2	2	3
Prerequisites:	EDU 221				
Corequisites:	None				
This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.					
EDU 250	PRAXIS I Preparation		1	0	1
Prerequisites:	None				
Corequisites:	None				
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.					
EDU 252	Math & Science Activities		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.					

EDU 253	Music for Children	1	2	2
Prerequisites:	None			
Corequisites:	None			
This course covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum.				
EDU 259	Curriculum Planning	3	0	3
Prerequisites:	EDU 119			
Corequisites:	None			
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.				
EDU 261	Early Childhood Administration I	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.				
EDU 262	Early Childhood Administration II	3	0	3
Prerequisites:	EDU 261			
Corequisites:	None			
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans, and develop personnel policies, including supervision and staff development plans.				
EDU 271	Educational Technology	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.				
EDU 275	Effective Teacher Training	2	0	2
Prerequisites:	None			
Corequisites:	None			
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.				
EDU 280	Language & Literacy Experiences	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.				

EDU 282	Early Childhood Literature		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.					
EDU 285	Internship Experiences-School Age		1	0	1
Prerequisites:	ENG 111				
Corequisites:	COE 121				
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement of the Teacher Associate concentration in the Early Childhood Education program.					
ELC 112	DC/AC Electricity		3	6	5
Prerequisites:	None				
Corequisites:	None				
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.					
ELC 113	Basic Wiring I		2	6	4
Prerequisites:	None				
Corequisites:	None				
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.					
ELC 115	Industrial Wiring		2	6	4
Prerequisites:	None				
Corequisites:	None				
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.					
ELC 117	Motors and Controls		2	6	4
Prerequisites:	ELC 112 or ELC 131				
Corequisites:	None				
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					
ELC 118	National Electrical Code		1	2	2
Prerequisites:	None				
Corequisites:	None				
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.					
ELC 128	Introduction to PLC		2	3	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.					

ELN 131	Electronic Devices	3	3	4
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Prerequisites: None

Corequisites: ELC 112

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132	Linear IC Applications	3	3	4
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Prerequisites: ELN 131

Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133	Digital Electronics	3	3	4
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Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 231	Industrial Controls	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 275	Troubleshooting	1	2	2
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Prerequisites: None

Corequisites: ELN 133

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENG 070	Basic Language Skills	2	2	3
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Prerequisites: Appropriate CPT score

Corequisites: None

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111.

ENG 080	Writing Foundations	3	2	4
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Prerequisites: ENG 070 or appropriate CPT score

Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisites for ENG 111.

ENG 090	Composition Strategies	3	0	3
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Prerequisites: ENG 080 or appropriate CPT score

Corequisites: None

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111.

ENG 111	Expository Writing	3	0	3
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Prerequisites: ENG 090 and RED 090 or appropriate CPT scores

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 113	Literature-Based Research	3	0	3
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Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 131	Introduction to Literature	3	0	3
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Prerequisites: ENG 111

Corequisites: ENG 113

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 231	American Literature I	3	0	3
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Prerequisites: ENG 113

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232	American Literature II	3	0	3
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Prerequisites: ENG 113

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233	Major American Writers	3	0	3
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Prerequisites: ENG 113

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 235	Survey of Film as Literature	3	0	3
Prerequisites:	ENG 113			
Corequisites:	None			
This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
ENG 243	Major British Writers	3	0	3
Prerequisites:	ENG 113			
Corequisites:	None			
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
FST 100	Introduction to Foodservice	3	0	3
Prerequisites:	None			
Corequisites:	FST 103			
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.				
FST 101	Introduction to Baking	1	4	3
Prerequisites:	None			
Corequisites:	FST 103			
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.				
FST 102	Basic Foodservice Skills	4	8	8
Prerequisites:	None			
Corequisites:	FST 103			
This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operation. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.				
FST 103	Safety and Sanitation	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.				
GEL 111	Introductory Geology	3	2	4
Prerequisites:	None			
Corequisites:	None			
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should				

be able to describe basic geological processes that shape the earth. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

GEO 111 World Regional Geography 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the regional concept that emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.

GRD 110 Typography I 2 2 3

Prerequisites: None

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 113 History of Graphic Design 3 0 3

Prerequisites: None

Corequisites: None

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and worldwide cultural influences found in today's marketing of ideas and products.

GRD 121 Drawing Fundamentals I 1 3 2

Prerequisites: None

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 122 Drawing Fundamentals II 1 3 2

Prerequisites: GRD 121

Corequisites: None

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

GRD 131 Illustration I 1 3 2

Prerequisites: GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 132 Illustration II 1 3 2

Prerequisites: GRD 131

Corequisites: None

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

GRD 141	Graphic Design I	2	4	4
Prerequisites:	None			
Corequisites:	None			
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to project.				
GRD 142	Graphic Design II	2	4	4
Prerequisites:	GRD 141			
Corequisites:	None			
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.				
GRD 151	Computer Design Basics	1	4	3
Prerequisites:	None			
Corequisites:	None			
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.				
GRD 152	Computer Design Techniques I	1	4	3
Prerequisites:	GRD 151			
Corequisites:	None			
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image and organization to communication a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.				
GRD 160	Photo Fundamentals I	1	4	3
Prerequisites:	None			
Corequisites:	None			
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.				
GRD 241	Graphic Design III	2	4	4
Prerequisites:	GRD 142			
Corequisites:	None			
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.				
GRD 242	Graphic Design IV	2	4	4
Prerequisites:	GRD 241			
Corequisites:	None			
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.				
GRD 265	Digital Print Production	1	4	3
Prerequisites:	GRD 152			
Corequisites:	None			
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.				

GRD 271	Multimedia Design I		1	3	2
Prerequisites:	GRD 151				
Corequisites:	None				
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.					
GRD 280	Portfolio Design		2	4	4
Prerequisites:	GRD 142 and GRD 152				
Corequisites:	None				
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.					
GRD 281	Design of Advertising		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.					
GRD 285	Client/Media Relations		1	2	2
Prerequisites:	GRD 142 and GRD 152				
Corequisites:	None				
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.					
HIS 111	World Civilizations I		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
HIS 112	World Civilizations II		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
HIS 117	History of Religions		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course surveys the historical development of the world's major religions. Topics include systems of belief and religious practice, polytheism, monotheism, and current religious movements. Upon completion, students should be able to analyze the world's major religious traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					

HIS 131	American History I	3	0	3
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Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132	American History II	3	0	3
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Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 145	The Second World War	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 165	Twentieth-Century World	3	0	3
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Prerequisites: None

Corequisites: None

This course includes the major developments, issues, and ideas in twentieth-century world history. Emphasis is placed on contrasting political systems, the impact of science and technology, and the philosophical temperament of twentieth-century people. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the twentieth century. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 221	African-American History	3	0	3
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Prerequisites: None

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 236	North Carolina History	3	0	3
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Prerequisites: None

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HSE 110	Introduction to Human Services		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.					
HSE 112	Group Process I		1	2	2
Prerequisites:	Enrollment in the HSE program				
Corequisites:	None				
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.					
HSE 123	Interviewing Techniques		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.					
HSE 125	Counseling		2	2	3
Prerequisites:	PSY 150				
Corequisites:	None				
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.					
HSE 160	HSE Clinical Supervision I		1	0	1
Prerequisites:	None				
Corequisites:	HSE 162				
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human service clinical experiences.					
HSE 162	HSE Clinical Experience I		0	6	2
Prerequisites:	None				
Corequisites:	HSE 160				
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.					
HSE 210	Human Services Issues		2	0	2
Prerequisites:	Successful completion of 12 SHC in the HSE program				
Corequisites:	None				
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.					
HSE 220	Case Management		2	2	3
Prerequisites:	HSE 110				
Corequisites:	None				
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.					

HSE 225	Crisis Intervention		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.					
HSE 227	Children & Adolescents in Crisis		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.					
HSE 260	HSE Clinical Supervision II		1	0	1
Prerequisites:	None				
Corequisites:	HSE 262				
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.					
HSE 262	HSE Clinical Experience II		0	6	2
Prerequisites:	None				
Corequisites:	HSE 260				
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.					
HUM 120	Cultural Studies		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the student culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
HUM 130	Myth in Human Culture		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
HUM 160	Introduction to Film		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in the film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					

HUM 161	Advanced Film Studies	2	2	3
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Prerequisites: HUM 160

Corequisites: None

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 220	Human Values and Meaning	3	0	3
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Prerequisites: ENG 111

Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HYD 110	Hydraulics/Pneumatics I	2	3	3
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Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

ISC 110	Workplace Safety	1	0	1
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Prerequisites: None

Corequisites: None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112	Industrial Safety	2	0	2
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Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 128	Industrial Leadership	2	0	2
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Prerequisites: None

Corequisites: None

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations.

LEX 110	Introduction to Paralegal Study	2	0	2
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Prerequisites: None

Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120	Legal Research/Writing I	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.				
LEX 130	Civil Injuries	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.				
LEX 140	Civil Litigation I	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.				
LEX 141	Civil Litigation II	2	2	3
Prerequisites:	LEX 140			
Corequisites:	None			
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.				
LEX 150	Commercial Law I	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.				
LEX 160	Criminal Law & Procedure	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.				
LEX 170	Administrative Law	2	0	2
Prerequisites:	None			
Corequisites:	None			
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.				

LEX 210	Real Property I		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.					
LEX 220	Corporate Law		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.					
LEX 240	Family Law		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.					
LEX 250	Wills, Estates, & Trusts		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.					
LEX 260	Bankruptcy & Collections		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.					
LEX 280	Ethics & Professionalism		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.					
LEX 285	Workers' Compensation Law		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.					
MAT 050	Basic Math Skills		3	2	4
Prerequisites:	Appropriate CPT score				
Corequisites:	None				
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.					

MAT 060	Essential Mathematics	3	2	4
Prerequisites:	MAT 050 or appropriate CPT score			
Corequisites:	None			
This course is a comprehensive study of mathematical skills, which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.				
MAT 070	Introductory Algebra	3	2	4
Prerequisites:	MAT 060 or appropriate CPT scores			
Corequisites:	RED 080 or appropriate CPT score			
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.				
MAT 080	Intermediate Algebra	3	2	4
Prerequisites:	MAT 070 or appropriate CPT scores			
Corequisites:	RED 080 or appropriate CPT score			
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.				
MAT 110	Mathematical Measurement	2	2	3
Prerequisites:	MAT 070 or appropriate CPT scores			
Corequisites:	None			
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.				
MAT 140	Survey of Mathematics	3	0	3
Prerequisites:	MAT 070 or appropriate CPT scores			
Corequisites:	None			
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Additional topics in this course include an introduction to plane trigonometry and Boolean algebra. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
MAT 140A	Survey of Mathematics Lab	0	2	1
Prerequisites:	MAT 070 or appropriate CPT scores			
Corequisites:	MAT 140			
This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
MAT 141	Mathematical Concepts I	3	0	3
Prerequisites:	MAT 080 or appropriate CPT scores			
Corequisites:	None			
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				

MAT 141A	Mathematical Concepts I Lab	0	2	1
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Prerequisites: MAT 080 or appropriate CPT scores

Corequisites: MAT 141

This course is a laboratory for MAT 141. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 142	Mathematical Concepts II	3	0	3
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Prerequisites: MAT 141

Corequisites: None

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.

MAT 142A	Mathematical Concepts II Lab	0	2	1
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Prerequisites: MAT 141

Corequisites: MAT 142

This course is a laboratory for MAT 142. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 151	Statistics I	3	0	3
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Prerequisites: MAT 080 or appropriate CPT scores

Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision-making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

MAT 151A	Statistics I Lab	0	2	1
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Prerequisites: MAT 080 or appropriate CPT scores

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 171	Precalculus Algebra	3	0	3
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Prerequisites: MAT 080 or appropriate CPT scores

Corequisites: None

This is the first of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A	Precalculus Algebra Lab	0	2	1
Prerequisites:	MAT 080 or appropriate CPT scores			
Corequisites:	MAT 171			
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
MAT 172	Precalculus Trigonometry	3	0	3
Prerequisites:	MAT 171			
Corequisites:	None			
This is the second of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
MAT 172A	Precalculus Trigonometry Lab	0	2	1
Prerequisites:	MAT 171			
Corequisites:	MAT 172			
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
MAT 271	Calculus I	3	2	4
Prerequisites:	MAT 172			
Corequisites:	None			
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions of one variable. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
MAT 272	Calculus II	3	2	4
Prerequisites:	MAT 271			
Corequisites:	None			
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				
MAT 273	Calculus III	3	2	4
Prerequisites:	MAT 272			
Corequisites:	None			
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.				

MAT 280	Linear Algebra		3	0	3
Prerequisites:	MAT 271				
Corequisites:	None				
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
MAT 285	Differential Equations		3	0	3
Prerequisites:	MAT 272				
Corequisites:	None				
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
MEC 111	Machine Processes I		1	4	3
Prerequisites:	None				
Corequisites:	None				
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.					
MEC 112	Machine Processes II		2	3	3
Prerequisites:	MEC 111				
Corequisites:	None				
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.					
MEC 172	Introduction to Metallurgy		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.					
MED 110	Orientation to Medical Assisting		1	0	1
Prerequisites:	None				
Corequisites:	None				
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.					
MED 112	Orientation to Clinical Setting I		0	3	1
Prerequisites:	Enrollment in Medical Assisting or COLT programs				
Corequisites:	None				
This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced.					

MED 120	Survey of Medical Terminology	2	0	2
Prerequisites:	None			
Corequisites:	None			
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.				
MED 121	Medical Terminology I	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.				
MED 122	Medical Terminology II	3	0	3
Prerequisites:	MED 121			
Corequisites:	None			
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.				
MED 130	Administrative Office Procedures I	1	2	2
Prerequisites:	None			
Corequisites:	None			
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.				
MED 131	Administrative Office Procedures II	1	2	2
Prerequisites:	MED 130			
Corequisites:	None			
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.				
MED 140	Examination Room Procedures I	3	4	5
Prerequisites:	Enrollment in the Medical Assisting program			
Corequisites:	None			
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.				
MED 150	Laboratory Procedures I	3	4	5
Prerequisites:	Enrollment in Medical Assisting or COLT programs			
Corequisites:	None			
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.				
MED 232	Medical Insurance Coding	1	3	2
Prerequisites:	OST 148 and BIO 163 or BIO 166			
Corequisites:	MED 122			
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.				

MED 260	MED Clinical Externship	0	15	5
Prerequisites:	Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150			
Corequisites:	None			
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.				
MED 262	Clinical Perspectives	1	0	1
Prerequisites:	Enrollment in the Medical Assisting program			
Corequisites:	None			
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.				
MED 264	Medical Assisting Overview	2	0	2
Prerequisites:	Enrollment in the MA program, graduate of a CAAHEP accredited program, or MA recertifying			
Corequisites:	None			
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.				
MED 272	Drug Therapy	3	0	3
Prerequisites:	None			
Corequisites:	MED 120 or MED 122			
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.				
MKT 120	Principles of Marketing	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.				
MNT 110	Introduction to Maintenance Procedures	1	3	2
Prerequisites:	None			
Corequisites:	None			
This course covers basic maintenance fundaments for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.				
MNT 111	Maintenance Practices	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.				
MTH 110	Fundamentals of Massage	6	12	10
Prerequisites:	Enrollment in the Therapeutic Massage program			
Corequisites:	None			
This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course the student should be able to apply basic practical massage therapy skills.				

MTH 120	Therapeutic Massage Applications	6	12	10
Prerequisites:	MTH 110			
Corequisites:	None			
This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry-level therapeutic massage on various populations.				
MTH 125	Ethics of Massage	2	0	2
Prerequisites:	Enrollment in the Therapeutic Massage program			
Corequisites:	None			
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.				
MTH 210	Advanced Skills of Massage	4	12	8
Prerequisites:	MTH 120			
Corequisites:	None			
This course provides knowledge and skills in diverse body-work modalities. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.				
MTH 220	Outcome-Based Massage	4	9	7
Prerequisites:	MTH 120			
Corequisites:	None			
This course provides knowledge and skills in more complex body works modalities. Emphasis is placed on developing advanced skills in outcome-based massage. Upon completion, students should be able to perform basic skills in techniques covered.				
MUS 110	Music Appreciation	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
NET 116	Fundamentals of Voice/Data Cable	2	2	3
Prerequisites:	CIS 110 or CIS 111 or CTS 125			
Corequisites:	None			
This introductory course to Voice and Data Cabling focuses on cabling issues related to data and voice connections. Topics include skills in design documentation, determining cabling equipment, pulling, mounting and managing cable, selecting wiring closets, terminating cable, installing jacks, and testing cable. Upon completion, students should be able to understand the industry, media and cabling, physical and logical networks, and signal transmission.				
NET 125	Networking Basics (CISCO I)	1	4	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.				
NET 126	Routing Basics (CISCO II)	1	4	3
Prerequisites:	NET 125			
Corequisites:	None			
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.				

NET 175	Wireless Technology		2	2	3
Prerequisites:	NET 110 or NET 125				
Corequisites:	None				
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up Language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.					
NET 225	Routing & Switching I (CISCO III)		1	4	3
Prerequisites:	NET 126				
Corequisites:	None				
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.					
NET 226	Routing and Switching II (CISCO IV)		1	4	3
Prerequisites:	NET 225				
Corequisites:	None				
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.					
NET 289	Networking Project		1	4	3
Prerequisites:	None				
Corequisites:	NET 226				
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.					
NOS 110	Operating System Concepts		2	3	3
Prerequisites:	None				
Corequisites:	None				
The course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion, students will have an understanding of OS concepts, installation, management, and maintenance, using a variety of operating systems.					
NOS 120	Linux/UNIX Single User		2	2	3
Prerequisites:	NOS 110				
Corequisites:	None				
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.					
NOS 130	Windows Single User		2	2	3
Prerequisites:	NOS 110				
Corequisites:	None				
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.					

NOS 230	Windows Administration I	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.				
NUR 101	Practical Nursing I	7	12	11
Prerequisites:	Enrollment in the PN program			
Corequisites:	NUR 118, BIO 163			
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.				
NUR 102	Practical Nursing II	8	12	12
Prerequisites:	NUR 101			
Corequisites:	NUR 103, NUR 117, ENG 111			
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.				
NUR 103	Practical Nursing III	6	12	10
Prerequisites:	NUR 101			
Corequisites:	NUR 102, NUR 117, ENG 111			
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This is a diploma-level course.				
NUR 103AB	Practical Nursing III	3	0	3
Prerequisites:	NUR 101			
Corequisites:	NUR 102, NUR 117, ENG 111			
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Basic mental health principles and therapeutic communication are included in this course.				
NUR 103BB	Practical Nursing III	3	12	7
Prerequisites:	NUR 103AB, NUR 102, NUR 117, ENG 111			
Corequisites:	None			
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Principles of emergency nursing and first aid, law and ethics, and information concerning entry into practice as a licensed practical nurse are discussed.				

NUR 107	LPN Refresher		9	9	12
Prerequisites:	Enrollment in the LPN Refresher Certificate program				
Corequisites:	None				
This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. This is a diploma-level course.					
NUR 115	Fundamentals of Nursing		2	9	5
Prerequisites:	Enrollment in the ADN program				
Corequisites:	NUR 133				
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.					
NUR 117	Pharmacology		1	3	2
Prerequisites:	Enrollment in the ADN program or in the PN program				
Corequisites:	None				
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.					
NUR 118	Nutrition/Diet Therapy		2	0	2
Prerequisites:	None				
Corequisites:	None				
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.					
NUR 125	Maternal-Child Nursing		5	9	8
Prerequisites:	NUR 115				
Corequisites:	None				
This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, student should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.					
NUR 133	Nursing Assessment		2	3	3
Prerequisites:	Enrollment in the ADN program				
Corequisites:	None				
This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.					
NUR 135	Adult Nursing I		5	12	9
Prerequisites:	NUR 115, BIO 165				
Corequisites:	None				
This course introduces concepts related to nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.					

NUR 185	Mental Health Nursing		3	6	5
Prerequisites:	NUR 115, PSY 150				
Corequisites:	None				
This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.					
NUR 235	Adult Nursing II		4	18	10
Prerequisites:	NUR 135				
Corequisites:	None				
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.					
NUT 110	Nutrition		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.					
OST 131	Keyboarding		1	2	2
Prerequisites:	None				
Corequisites:	None				
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.					
OST 134	Text Entry & Formatting		2	2	3
Prerequisites:	OST 131				
Corequisites:	None				
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.					
OST 135	Advanced Text Entry & Formatting		3	2	4
Prerequisites:	OST 134				
Corequisites:	None				
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST 136	Word Processing		1	2	2
Prerequisites:	None				
Corequisites:	None				
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.					
OST 148	Medical Coding Billing & Insurance		3	0	3
Prerequisites:	None				
Corequisites:	MED 121				
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.					

OST 149	Medical Legal Issues		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.					
OST 164	Text Editing Applications		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.					
OST 181	Introduction to Office Systems		2	2	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.					
OST 184	Records Management		1	2	2
Prerequisites:	None				
Corequisites:	None				
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.					
OST 236	Advanced Word/Information Processing		2	2	3
Prerequisites:	OST 136				
Corequisites:	None				
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.					
OST 241	Medical Office Transcription I		1	2	2
Prerequisites:	MED 121				
Corequisites:	None				
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
OST 242	Medical Office Transcription II		1	2	2
Prerequisites:	OST 241				
Corequisites:	None				
This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.					
OST 243	Medical Office Simulation		2	2	3
Prerequisites:	OST 148				
Corequisites:	None				
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.					

PHI 240	Introduction to Ethics	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
PHY 110	Conceptual Physics	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.				
PHY 110A	Conceptual Physics Lab	0	2	1
Prerequisites:	None			
Corequisites:	PHY 110			
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.				
PHY 151	College Physics I	3	2	4
Prerequisites:	MAT 171			
Corequisites:	None			
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.				
PHY 152	College Physics II	3	2	4
Prerequisites:	PHY 151			
Corequisites:	None			
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.				
PHY 251	General Physics I	3	3	4
Prerequisites:	MAT 271			
Corequisites:	MAT 272			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.				

PHY 252	General Physics II		3	3	4
Prerequisites:	MAT 272 and PHY 251				
Corequisites:	None				
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.					
POL 120	American Government		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.					
PSY 110	Life Span Development		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.					
PSY 150	General Psychology		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.					
PSY 231	Forensic Psychology		3	0	3
Prerequisites:	PSY 150				
Corequisites:	None				
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					
PSY 241	Developmental Psychology		3	0	3
Prerequisites:	PSY 150				
Corequisites:	None				
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.					

PSY 243	Child Psychology	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
PSY 246	Adolescent Psychology	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
PSY 281	Abnormal Psychology	3	0	3
Prerequisites:	PSY 150			
Corequisites:	None			
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.				
RAD 131	Radiographic Physics I	1	3	2
Prerequisites:	Enrollment in the Radiation Therapy program			
Corequisites:	None			
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.				
RED 070	Essential Reading Skills	3	2	4
Prerequisites:	Appropriate CPT score			
Corequisites:	None			
This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading prerequisites for ENG 111 or ENG 111A.				
RED 080	Introduction to College Reading	3	2	4
Prerequisites:	RED 070 or appropriate CPT score			
Corequisites:	None			
This course introduces effective reading and inferential thinking in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.				

RED 090	Improved College Reading		3	2	4
Prerequisites:	RED 080 or appropriate CPT score				
Corequisites:	None				
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.					
REL 110	World Religions		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
REL 211	Introduction to Old Testament		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course is a survey of the literature of the Hebrews with readings for the law, prophets, and other writings. Emphasis is placed on the use of literacy, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
REL 212	Introduction to New Testament		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
REL 221	Religion in America		3	0	3
Prerequisites:	None				
Corequisites:	None				
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.					
RTT 120	Radiation Therapy Positioning		2	2	3
Prerequisites:	Enrollment in the Radiation Therapy program				
Corequisites:	None				
This course provides the knowledge and skills necessary to perform basic treatment and simulation procedures. Emphasis is placed on proper patient positioning for simulation and treatment. Upon completion, students should be able to demonstrate competence in these areas.					
RTT 121	Special Imaging		2	0	2
Prerequisites:	RTT 151				
Corequisites:	None				
This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.					

RTT 150	Radiation Therapy Orientation	3	0	3
Prerequisites:	Enrollment in the Radiation Therapy program			
Corequisites:	None			
This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.				
RTT 151	RTT Clinical Education I	0	15	5
Prerequisites:	RTT 120			
Corequisites:	None			
This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on treatment skills with an introduction to simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.				
RTT 161	RTT Clinical Education II	0	9	3
Prerequisites:	RTT 151			
Corequisites:	None			
This course provides additional experience in treatment and simulation. Emphasis is placed on refining patient positioning skills in both treatment and simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.				
RTT 210	Radiobiology	2	0	2
Prerequisites:	RTT 161			
Corequisites:	None			
This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.				
RTT 221	Clinical Oncology I	3	0	3
Prerequisites:	RTT 161			
Corequisites:	None			
This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.				
RTT 222	Clinical Oncology II	3	0	3
Prerequisites:	RTT 221			
Corequisites:	None			
This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.				
RTT 230	General RAD THRY Physics	3	0	3
Prerequisites:	RTT 161			
Corequisites:	None			
This course introduces the fundamental principles of physics as they relate to radiation therapy. Topics include the structure of the atom, matter and energy, definitions of the nature of radiation, radioactivity, and interactions with matter. Upon completion, students should be able to demonstrate a basic understanding of physics and how it relates to radiation therapy.				
RTT 231	Dosimetry	3	0	3
Prerequisites:	RTT 230			
Corequisites:	None			
This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms.				

RTT 232	Radiation Therapy Procedures	2	0	2
Prerequisites:	RTT 222, RTT 231, RTT 239			
Corequisites:	None			
This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.				
RTT 238	RTT Clinical Education III	0	17	6
Prerequisites:	RTT 161			
Corequisites:	None			
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.				
RTT 239	RTT Clinical Education IV	0	20	7
Prerequisites:	RTT 238			
Corequisites:	None			
This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of objectives.				
RTT 246	RTT Clinical Education V	0	18	6
Prerequisites:	RTT 239			
Corequisites:	None			
This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.				
SAB 110	Substance Abuse Overview	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.				
SAB 130	Addictive Behaviors	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.				
SAB 140	Pharmacology	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions.				
SEC 110	Security Concepts	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.				

SOC 210	Introduction to Sociology	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.				
SOC 220	Social Problems	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.				
SON 110	Introduction to Sonography	1	6	3
Prerequisites:	Enrollment in the Medical Sonography program			
Corequisites:	None			
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.				
SON 111	Sonographic Physics	3	3	4
Prerequisites:	SON 110			
Corequisites:	None			
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.				
SON 120	SON Clinical Education I	0	15	5
Prerequisites:	SON 110			
Corequisites:	None			
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.				
SON 121	SON Clinical Education II	0	15	5
Prerequisites:	SON 120			
Corequisites:	None			
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.				
SON 130	Abdominal Sonography I	2	3	3
Prerequisites:	Enrollment in the Medical Sonography program			
Corequisites:	None			
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.				

SON 131	Abdominal Sonography II		1	3	2
Prerequisites:	SON 130				
Corequisites:	None				
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.					
SON 140	Gynecological Sonography		2	0	2
Prerequisites:	SON 110				
Corequisites:	None				
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.					
SON 220	SON Clinical Education III		0	24	8
Prerequisites:	SON 121				
Corequisites:	None				
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					
SON 221	SON Clinical Education IV		0	24	8
Prerequisites:	SON 220				
Corequisites:	None				
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.					
SON 225	Case Studies		0	3	1
Prerequisites:	SON 110				
Corequisites:	None				
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods that integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.					
SON 241	Obstetrical Sonography I		2	0	2
Prerequisites:	SON 110				
Corequisites:	None				
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.					
SON 242	Obstetrical Sonography II		2	0	2
Prerequisites:	SON 241				
Corequisites:	None				
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.					
SON 250	Vascular Sonography		1	3	2
Prerequisites:	SON 111				
Corequisites:	None				
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.					

SON 272	Advanced Pathology	0	3	1
Prerequisites:	SON 110			
Corequisites:	None			
This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms.				
SON 289	Sonographic Topics	2	0	2
Prerequisites:	SON 220			
Corequisites:	SON 221			
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.				
SPA 111	Elementary Spanish I	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
SPA 112	Elementary Spanish II	3	0	3
Prerequisites:	SPA 111			
Corequisites:	None			
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
SPA 120	Spanish for the Workplace	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.				
SUR 110	Introduction to Surgical Technology	3	0	3
Prerequisites:	Enrollment in the Surgical Technology program			
Corequisites:	SUR 111			
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include historical development, medical terminology, physical environment and safety measures, interdepartmental/peer/patient relationships, and professional behaviors. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.				
SUR 111	Perioperative Patient Care	5	6	7
Prerequisites:	Enrollment in the Surgical Technology program			
Corequisites:	SUR 110			
This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.				

SUR 122	Surgical Procedures I	5	3	6
Prerequisites:	SUR 110 and SUR 111			
Corequisites:	SUR 123			
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/ reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.				
SUR 123	SUR Clinical Practice I	0	21	7
Prerequisites:	SUR 110 and SUR 111			
Corequisites:	SUR 122			
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.				
SUR 134	Surgical Procedures II	5	0	5
Prerequisites:	SUR 123			
Corequisites:	None			
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.				
SUR 135	SUR Clinical Practice II	0	12	4
Prerequisites:	SUR 123			
Corequisites:	SUR 134 and SUR 137			
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.				
SUR 137	Professional Success Preparation	1	0	1
Prerequisites:	SUR 123			
Corequisites:	SUR 134 and SUR 135			
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.				
SUR 210	Advanced SUR Clinical Practice	0	6	2
Prerequisites:	SUR 137			
Corequisites:	SUR 211			
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.				
SUR 211	Advanced Theoretical Concepts	2	0	2
Prerequisites:	SUR 137			
Corequisites:	SUR 210			
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.				

SWK 110	Introduction to Social Work	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.				
SWK 113	Working with Diversity	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.				
SWK 115	Community Resources	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.				
SWK 214	Social Work Law	3	0	3
Prerequisites:	SWK 110			
Corequisites:	None			
This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social service practice. This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.				
SWK 220	SWK Issues in Client Services	3	0	3
Prerequisites:	None			
Corequisites:	None			
This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. This course is a unique concentration requirement of the Social Services concentration in the Human Services Technology program.				
WEB 110	Internet/Web Fundamentals	2	2	3
Prerequisites:	None			
Corequisites:	None			
This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, email, listservers, and other related topics. Upon completion, students should be able to deploy a website created with basic markup language, retrieve/decompress files, email, FTP, and utilize other Internet tools.				
WLD 112	Basic Welding Processes	1	3	2
Prerequisites:	None			
Corequisites:	None			
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.				

WLD 115	SMAW (Stick) Plate	2	9	5
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Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 212	Inert Gas Welding	1	3	2
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Prerequisites: None

Corequisites: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

Continuing Education

South Piedmont Community College, through its Department of Continuing Education, offers to any adult, regardless of his/her educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Any adult may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person 16 to 17 years of age may enroll in certain courses.

A course schedule is available on the website <http://www.spcccewd.com>. Courses which begin during a term are announced through local news media. Information about these courses may be obtained by calling Continuing Education in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

The Continuing Education Department offers the opportunity to earn CEU credits through courses delivered online via the Internet. A variety of courses including computer, Internet, personal enrichment, writing, entrepreneur/business, and medical/health care are available. Teachers, health professionals, and others may earn required credits for license renewal. Education2Go courses begin monthly; others begin at the student's convenience. Current course offerings may be accessed at the SPCC Continuing Education website <http://www.spcccewd.com>, <http://www.ed2go.com/spcc>, or <http://www.gattineducation.com/spcc>.

Small Business Center

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The Center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The Center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

REAL (Rural Entrepreneurship through Action Learning), offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills and guides participants through the process of planning, creating, and operating small businesses of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States who offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. REAL graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

Community Education and Professional Development

Through Community Education and Professional Development programs, South Piedmont Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

General Contractor Exam Review is a comprehensive review course of information and knowledge for persons planning to take the Residential NC General Contractors License Exam. Participants should have at least a basic understanding of residential construction. Those who plan to take the NC License Exam should contact the NC Licensing Board for General Contractors in Raleigh to obtain the license application packet prior to the class.

The one-day **Notary Public** course satisfies NC requirements to apply for a Notary Public Commission. Students must be 18 years of age and reside or be employed in North Carolina.

Nursing Assistant (CNA) I and II curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages. Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources

and services, and employment skills. Graduates of this curriculum may be eligible to be listed on the NC Registry as a Nursing Assistant I. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Real Estate Broker Pre-licensing course provides the student with the basic knowledge and skills necessary to act as a real estate salesperson and prepares the student to pass the NC Real Estate Broker Pre-licensing Examination. Among the numerous topics covered are basic real estate principles and practices, property management, taxation, math, contracts, financing, closing, land use controls, fair housing, property insurance, basic house construction, environmental hazards, laws and regulations. Upon passing the NC Real Estate Broker Pre-licensing Examination, the student becomes a Provisional Broker and has three years to complete three courses. Following the successful completion of the three courses, the student becomes a Broker. Yearly continuing education is then required to keep the license current.

Real Estate Brokers course consists of an in-depth review of selected subjects that are known to be problematic for practicing real estate salespersons and brokers. Emphasis throughout the course is on the proper practical application of laws and rules. The topics covered include: real estate brokerage relationships; land use controls and the real estate agent; real estate sales contracts and related practices; selected real estate finance topics; RESPA and closing statements; selected real estate valuation topics; selected landlord/tenant and property management topics; fair housing issues; introduction to commercial real estate brokerage; selected NC Real Estate License Law and NC Real Estate Commission Rule issues, including the Commission's Trust Account Guidelines.

Vehicle Safety/Vehicle Emissions Inspection Licensing classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Safety classes consist of 8 hours of training. Emissions Certification classes consist of 8 hours of training. Emissions Recertification consists of 4 hours of training. Students must have a valid NC driver's license to participate.

Additional Certification and In-Service Training include:

- Teacher Recertification
- CPR and First Aid
- Day Care Licensing
- Commercial Drivers Licensing (CDL)
- Electrical Codes
- Residential Codes
- Plumbing Codes
- Construction
- Home Inspection
- Wastewater Treatment
- Community Leadership

Industry Services

A major emphasis of the College is to assist industry in meeting its training needs. New employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

The purpose of **New and Expanding Industry Training** is to promote economic development and job growth through a program of special assistance to qualifying current and future industries. In order to assist eligible industries with meeting their current and future need for highly skilled workers, South Piedmont Community College and the North Carolina Community College System work in tandem to develop and deliver customized training to these qualifying industries.

Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes. The Focused Industrial Training program provides needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward manufacturing workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.

Emergency Services

Training is continuously offered to adults providing protective and emergency services for their communities, such as law enforcement personnel, emergency medical personnel, and fire fighters. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Basic and continuing training for fire fighters is provided through SPCC in cooperation with local municipal and volunteer departments. A student must be a member of a fire department to participate in training for fire fighting. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

All levels of the **North Carolina Emergency Medical Technician (EMT)** program are offered through SPCC, including Medical Responder, Basic, Defibrillation, Intermediate, and Paramedic. Recertification and Continuing Education training in these areas is also available. Fees are required for tuition, books, insurance, and uniforms. Students who successfully complete the training in these areas are eligible for certification and employment with a local, state, or private emergency medical agency.

Personal Interest

South Piedmont Community College is dedicated to public service and is concerned with identifying potential community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs are divided into four groups:

- Academic courses serve educational needs in the humanities, mathematics, sciences, and social sciences. Examples include Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse Prevention.
- Avocational courses focus on an individual's personal or leisure needs. Examples include Needlecraft, Oil Painting, Home Decorating and Organization, Exercise, Gardening, Cake Decorating, Basketweaving, Culinary Topics, Motorcycle Rider Safety, and Investing.
- Practical Skills courses provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may reasonably lead to employment. Examples are Small Engine Repair, Quilting, and Home Maintenance.
- Civic and Cultural Events are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events that contribute to the community's overall cultural, civic, and intellectual growth are planned.

Attendance

Regular attendance and participation are essential to effective teaching and learning. Students are expected to be punctual and attend regularly.

Fees

Fees vary with the type of course offered and are announced in the course schedule. Fees must be paid at or before the first class session. Books and supplies are not included in the registration fee. Many classes are offered free to North Carolina residents age 65 or older.

Refund Policy

Students may obtain a 100% refund of Continuing Education registration fees if they officially withdraw from the course prior to the first scheduled class meeting. Official forms to withdraw and request a refund are available at Continuing Education Centers in Wadesboro or Monroe. A 75% refund of registration fees will be granted to students who officially withdraw on the first day of the course or before 10% of the scheduled class meetings. Students will be issued a 100% refund for a class that is canceled because of insufficient enrollment.

Certificates

Certificates are awarded to those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgment of the instructor. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is an item of measurement that acknowledges an individual's participation in class activities. The Southern Association of Colleges and Schools encourages the awarding of CEUs for courses meeting its criteria and guidelines.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

Course Criteria for Awarding the CEU

In response to requests received for occupational-oriented programs, a course plan will be devised containing a minimum of the following information:

- Dates, times, and hours met
- Course description
- Course objectives
- Topical outline
- Methods of evaluation (tests, attendance, etc.)
- Instructional supplies and equipment needs
- Student supply needs
- CEU value

Instructor Criteria for Awarding the CEU

Competence in the subject matter as illustrated by:

- Academic training, supported by official transcripts, and/or experiential base
- Demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter
- Demonstration to the satisfaction of the program director of the ability to communicate clearly

Records for CEUs

At the completion of the CEU awarding activity, the instructor or program director will indicate on the final roster the CEU status for each participant. Those students who have met the pre-stated criteria of the class will have an "S" for satisfactory completion indicated on this roster. This information will be recorded on the institution's computerized records for permanent retrieval upon written request by the student.

Transcripts

A student may receive a copy of his/her transcript by written request or by personally visiting the Continuing Education office. Official South Piedmont Community College transcripts will be issued and will contain the following information:

- Name and address of the College
- Name and Social Security number of the individual requesting the transcript
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable

Basic Skills

The mission of the Adult Basic Skills program is to provide educational opportunities for adults 18 years of age and older who were unable to complete their formal schooling. The program addresses the needs of adults who do not have high school diplomas or who lack sufficient mastery of basic educational skills to enable them to function effectively in today's world. The program provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major programs, targeted to specific populations: Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), English for Speakers of Other Languages (ESOL), and Compensatory Education. Classes are free and open to adults living or working in Union County or Anson County. Individuals entering Adult Basic Skills work closely with the instructor in a classroom setting and may choose a day or night class, either on or off campus.

Adult Basic Education helps students build basic skills in reading, oral, and written communications and the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

General Educational Development Equivalency Diploma (GED) provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development (GED) test. Those receiving a passing score on all five sections of the test will receive an equivalency diploma. This diploma is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment. The equivalency diploma is awarded by the North Carolina State Board of Community Colleges.

Compensatory Education for Special Populations is designed to teach basic life skills to developmentally disadvantaged adults. Classes are offered in area group homes, sheltered workshops, and community settings.

Adult High School allows students to complete credit hours toward an adult high school diploma. Once students have completed the required number of credit hours, they receive an adult high school diploma issued by South Piedmont Community College in cooperation with either the Anson County Public Schools or the Union County Public Schools.

English for Speakers of Other Languages is a program of study open to individuals 18 years of age and older who are learning how to speak English as their second language. Conversation, reading, and writing skills are included as part of this program.

Entrance Requirements

Adults 18 years of age or older are eligible to enroll to enhance their skills if they have not completed high school. Placement testing is required. Students move at their own pace through the program. For enrollment information, call Basic Skills in Wadesboro 704-272-5300 or in Monroe 704-290-5100.

Basic Skills Class Locations

Classes are provided at College sites and throughout the community. Morning, afternoon, and evening classes are offered so that adults who work may attend at their convenience. Computer-assisted classes are available.

Fees

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

Human Resources Development (HRD)

The purpose of the Human Resources Development program is to educate and train people for success in the workplace. This is an intensive vocational program to train and place in employment unemployed or underemployed adults. The primary objective of the training component is to help the trainee orient himself or herself to the world of work, appreciate the effects of his or her behaviors on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of an individual's assets and limitations, development of a positive self-concept, development of employability, communication and problem-solving skills, and awareness of the impact of information technology in the workplace. Students study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up services are available to all participants.

HRD Admission and Fees

The State Board of Community Colleges grants permission to waive tuition for Human Resources Development classes for individuals that meet one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets the criteria by completing and signing a Tuition and Fee Waiver Verification Form. Individuals not signing the form or not meeting one of the four criteria below must pay the applicable fee to register for a Continuing Education Course.

Tuition is waived for individuals meeting one of the four criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Class Locations

Classes are offered at the Wadesboro and Monroe sites and are held during the day, evening, and weekends.

Administration, Faculty, and Staff

Adams, Rita M.	Executive Assistant to the President
A.S. Wingate College; B.G.S. Wingate University	
Aldridge, Kathryn C.	Assistant, Early Childhood Resource Center
B.S. Clemson University; M.Ed. Clemson University	
Alston, M. Jermaine	Instructor, Computer Repair
A.A.S. South Piedmont Community College	
Ashley, Kevin F.	Director, BLET
B.S. UNC-Charlotte; B.A. UNC-Charlotte	
Athans, Stephen L.	Dean, General Studies and Academic Support
B.S. Brigham Young University; M.S. UNC-Pembroke; Ed.D. NC State University	
Baucom, Bobby R.	Faculty, Autobody Repair
Diploma, Central Piedmont Community College	
Black, Ann H.	Program Director, Practical Nursing
B.S.N. UNC-Greensboro	
Black, Rita M.	Technician, Accounts Payable/Assistant, Business Office
A.A.S. Anson Community College	
Blumish, Susan W.	Faculty, Computer Programming
B.S. Winthrop University; M.S. University of Phoenix	
Boone, Tracie C.	Director, Testing
B.S. Wingate University	
Bradley, April D.	Faculty, Developmental English
B.A. Colorado State University-Pueblo; M.A. East Carolina University	
Bradley, Mary Alice	Program Director, Medical Sonography
A.A.S. York Technical College; B.S. Medical University of South Carolina	
Brailsford, Ian T.	Instructor/Distance Learning Coordinator, ESOL
B.A. UNC-Charlotte; M.Ed. UNC-Charlotte	
Brannon, John P.	Faculty, Developmental Math
B.A. California State University-Fresno; M.A. Southern Evangelical Seminary	
Britt, Rosemary O.	Director, Marketing and Communications
B.A. UNC-Chapel Hill	
Brock, Michelle M.	Director, Financial Services
B.S. Wingate College; M.S. Wingate College	
Broome, Charlene C.	Coordinator, Grants Development
B.S.W. UNC-Charlotte; M.S.W. UNC-Chapel Hill	
Bruch, Heather M.	Faculty, Biology
A.A. Finger Lakes Community College; B.S. St. John Fisher College; M.S. Tulane University	

Burckhalter, Nadine M.	Technician, Microcomputer Systems
A.A.S. South Piedmont Community College	
Burleson, Marie H.	Faculty, Mathematics/Physics
B.A. Hillsdale College; M.S. Montana State University	
Burnette, Heather L.	Technician, Library
B.A. UNC-Greensboro	
Burnette, Paul A., III	Instructor, ESOL
B.A. UNC-Greensboro	
Cameron, Joseph C., Jr.	Coordinator, Purchasing and Equipment
A.A.S. Anson Community College	
Cameron, Vickie R.	Director, Financial Aid
A.A.S. Anson Community College; B.S. Gardner-Webb University	
Cassidy, Jerry "Rick"	Technician, Maintenance/Construction
Course work, South Piedmont Community College	
Castro, Ella C.	Instructor, Basic Skills
B.A. Johnson C. Smith University; M.P.A. UNC-Charlotte	
Caudle, Jerry L.	Instructor/Coordinator, Basic Skills
B.S. Elizabeth City State University	
Cellemme, Sharon M.	Faculty, Developmental Reading
B.S. University of Rhode Island; M.Ed. UNC-Charlotte	
Chewning, Barbara G.	Technician, Library
A.A.S. King's College	
Clodfelter, Elaine E.	Vice President, Student Success
B.A. Mars Hill College; M.A. Campbell University	
Collier, Scott D.	Director, Student Recruitment
B.S. Pembroke State University	
Cook, Robin B.	College Liaison, Early College High School, Anson County
B.A. East Carolina University; M.A. East Carolina University; ABD Miami University	
Courtney, Carol J.	Program Director, Surgical Technology
B.S.N. UNC-Charlotte	
Crawford-Smith, Fredrea M.	Faculty, Business Administration/E-Commerce
B.S. University of Missouri-Kansas City; M.B.A. Lindenwood College	
Crenshaw, Cynthia V.	Faculty, Medical Office Administration
A.A.S. Wingate University	
Curtis, John R., Jr.	Director, Admissions and Enrollment
B.A. North Carolina State University	
Dabbs, John F.	Faculty, Foodservice
Certificates, Catawba Valley Community College and United States Air Force	
DeVitto, John C.	Vice President, Finance and Administrative Services
B.S. United States Military Academy; M.S. Georgia Institute of Technology	

Dick, William K.	Faculty, History
A.B. Pfeiffer College; M.A. UNC-Greensboro	
Downer, Teresa M.	Administrative Assistant to the Dean, Professional and Technical Studies
A.A.S. South Piedmont Community College	
Duncan, Geraldine O.	Director, Professional Programs, Continuing Education
B.S. State University of New York-Buffalo; M.S. State University of New York-Buffalo	
Eddins, Melody Sue	Clerk, Bookstore
A.A.S. North Eastern Technical College	
El-Arab, Jaqueline R.	Technician, Financial Aid
A.A.S. Stanly Community College, B.S.B.E. East Carolina University	
Ennis, Stephen M.	Assistant Director, Facility and Property Services
A.A.S. Stanly Community College	
Firestone, Barbara S.	Receptionist
Course work, South Piedmont Community College	
Flake, Susan R.	Director, Human Resources
A.A.S. Anson Community College	
Flinn, Margaret A.	Receptionist
Diploma, Arizona School of Medical & Dental Assistants	
Ford, Carol W.	Instructor, Basic Skills
B.S. Barber-Scotia College; M.S. North Carolina A&T State University	
Frailly, Tammy L.	Faculty, English
B.A. UNC-Charlotte; M.A. UNC-Charlotte	
Freeman, Denise C.	Technician, Purchasing
A.A.S. Anson Community College	
Gambon, Lynn E.	Director, Library Services
B.S. North Carolina State University; M.L.S. North Carolina Central University	
Garris, Judy F.	Assistant Director, Financial Services
A.A.S. Wingate College	
Geddings, Vicki C.	Assistant to the Vice President, Student Learning
A.A.S. Anson Community College	
Gilliard, J. Bryan	Director, Law Enforcement Training
B.A. UNC-Charlotte; M.B.A. Pfeiffer University	
Gilmore, Kimberly W.	Case Manager, Career Start
B.S. Wingate University	
Goodall, Amber G.	Instructor, ESOL
A.A.S. Stanly Community College; B.A. UNC-Charlotte	
Goosch, Timothy	Assistant, Facility and Property Services
Griffin, Julie E.	Technician, Financial Aid
A.A.S. South Piedmont Community College	

Griffith, Raymond E.	Faculty, Mathematics
B.S. Bob Jones University; M.Ed. Bob Jones University; M.S. Clemson University	
Griggs, Larry W.	Instructor, Carpentry
Course work, Anson Community College; Course work, Sandhills Community College	
Harrington, Colleen E.	Faculty, Criminal Justice
A.A. Brevard Community College; B.A. University of Central Florida; M.S. University of Central Florida	
Hartsell, Wanda P.	Receptionist
A.A.S. Anson Community College	
Henderson, Heather L.	Interim Department Chair, Developmental Studies and Academic Support
B.A. West Virginia University; M.A. Secondary/Higher Education West Virginia University; M.A. Elementary Education West Virginia University	
Hicks, Cheryl A.	Faculty, Advertising and Graphic Design/Networking
B.A. Wingate University	
Hildebrandt, Deborah C.	Program Coordinator, Continuing Education
A.B. UNC-Chapel Hill	
Hildebrandt, Timothy M.	Technician, Audio-Visual Systems
Course work, East Carolina University; Course work, Durham Technical Institute	
Hildreth, P. Dawn	Assistant to the Vice President, Finance and Administrative Services
A.A.S. Anson Community College	
Hinckle, Peggy H.	Technician, Admissions
A.A. Virginia Intermont College	
Holloman, Vincent A.	Director, Small Business Center
B.A. University of South Carolina; M.B.A. University of South Carolina	
Holt, Vicki C.	Dean, Professional and Technical Studies
B.S.B.E. Concord College; M.S.B.E. UNC-Greensboro	
Honeycutt, Dianne O.	Coordinator, Work First
B.S. Emmanuel Baptist University	
Hooks, Heather M.	Faculty, Communications
B.A. UNC-Wilmington; M.A. UNC-Greensboro	
Horne, Cathy M.	Director, Document Control
A.A.S. Anson Community College; B.S.B.E. East Carolina University	
Huntley, Sandra C.	Director, Lockhart-Taylor Center, Professional Programs, Continuing Education
A.A.S. Peace College; B.A. UNC-Chapel Hill	
Huntley, William H., III	Coordinator, Placement Testing
A.A.S. Richmond Technical College; B.A. Catawba College	
Hupp, Lori F.	Faculty, Communications
B.A. University of West Florida; M.A. University of West Florida	
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Terms To Know

Academic Standing: A student's academic status. Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

Academic Year: The fall semester, spring semester, and summer terms. Not all programs require a summer term.

Accreditation: Various professional agencies appoint teams of evaluators who periodically study a college's programs and services to ensure they meet standards of quality and are relevant to the college's purpose.

Adult High School (AHS): A program offered in cooperation with the public school system. A diploma is awarded upon program completion and passing of the North Carolina Competency Test.

Advanced Standing: Applying credits earned at another institution or through exams to a student's program of study.

Advisor: A person who approves the selection of courses for a student's chosen field of study, usually a faculty member or counselor.

Associate in Applied Science (AAS): A two-year career oriented degree that prepares students for the job market.

Associate in Arts (AA): A two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a Bachelor of Arts degree at a senior college or university.

Associate in Science (AS): A two-year college transfer program that concentrates on mathematics and science for those planning to work toward a Bachelor of Science degree at a senior college or university.

Audit: A course for which students pay tuition and fees but do not receive credit. An Audit Request Form is available in the Office of Student Records.

Catalog: A college publication that contains almost everything a student needs to know about the college and its programs.

Catalog of Record: The catalog that is current when a student enrolls.

Certificate: A program of study comprised of 12 to 18 semester hours of courses designed to provide entry-level employment training.

College Placement Test (CPT): A series of tests to determine new student skill levels in reading, English, basic mathematics, algebra, and computer competency. Skills identified through these tests help with new student placement in the most appropriate courses for success.

Contact Hours: The actual number of hours in class per week, per course.

Continuing Education: As part of the lifelong learning mission of NCCCS, these programs provide opportunities for specific job training or retraining, basic skills education, and improved use of leisure time.

Continuing Education Unit (CEU): A unit of credit toward specific certification awarded for continuing education courses in collaboration with the certifying agency. A CEU equals 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Co-op Experience: Work experience with a college-approved employer in an area related to a student's program of study.

Corequisite: A course that must be taken during the same term as the course that requires the corequisite.

Counselor: A person who provides students with personal, academic, vocational, and career counseling.

Credit by Examination (Testout): A test covering course content given when a student believes he or she has prior knowledge/experience/course work. A student may take an exam and receive credit for a course without taking the course. The student will receive a grade. Registration and a completed Credit by Examination (test out) form for the class are required.

Credit Hours: A class value. Every degree, diploma, and certificate program requires students to take a certain number of credit hours.

Cumulative Grade Point Average (GPA): The average of grades for all classes taken at a college. GPA is calculated by adding all earned quality points and dividing by the number of credit hours taken.

Curriculum: The program of courses required to receive a degree, diploma, or certificate.

Developmental Education: A series of courses for preparation, remedial study, and academic guidance if a student does not meet the entrance requirements for a particular program.

Diploma: A program comprised of 36-48 semester hours, including a minimum of 6 hours general education, which provides entry-level employment training.

Directory Information: Information that may be released without a student's written consent. This information includes name, address, telephone number, major field of study, college activities the student participates in, the dates the student has attended college, degrees and honors the student receives, and the name and address of the college the student attended immediately before enrolling at SPCC. Students may, however, request that the College withhold directory information.

Drop/Add: When a student adjusts his or her schedule by dropping courses registered for but no longer desired, and/or by adding other courses. The Drop/Add period is limited and is indicated on the College calendar.

Dual Enrollment/Concurrent Enrollment: When high school students take college courses while still enrolled in high school. A dual enrollment student must provide written permission from the principal of the current high school.

Elective(s): A course or courses not specifically named in a student's curriculum but required for graduation. Students should check with their academic advisor before choosing an elective.

Financial Aid: Grants (monies given to students through the federal and state governments) and scholarships available to qualified students to help meet educational expenses.

Full-time Student: A student who is taking at least 12 semester credit hours. A student who is registered for 11 credit hours or fewer in one semester is a part-time student.

GED (General Educational Development): A program which provides instruction and testing for adults to complete their high school equivalency. Persons who have not completed high school may choose to take a series of tests that correspond to most high school curriculums to determine if they qualify for a high school equivalency diploma.

Human Resources Development (HRD): A program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

Independent Study (By Appointment): A credit course, allowed only in special circumstances, in which a student works individually with a faculty member. A student may register for an independent study course with permission from the department chair/instructor during the regular registration period.

Learning College: A learning college places learning first and provides educational experiences for learners any way, anywhere, anytime. Its mission is not instruction, but to produce learning with every student by whatever means work best. The college itself is a learner, continuously learning how to produce more learning with each entering student. SPCC has made a commitment to become a Learning College.

Plagiarize: To use ideas or words of another as one's own without crediting the source. Plagiarism is a form of cheating.

Prerequisite: A preliminary skill, knowledge, or other course required before enrollment in a particular course. Prerequisites are listed by test score or course and course description in the Catalog. Descriptions are alphabetized by course prefix.

Probation: A student is placed on academic probation when a GPA falls below 2.0.

Satisfactory Progress: The level of achievement and advancement toward a degree, diploma, or certificate that is required to maintain eligibility for financial aid and the Department of Veterans Affairs educational benefits. Students who do not meet these standards may be placed on academic probation or lose eligibility for financial aid.

SGA - Student Government Association: A college-wide student organization. A student can become involved in SGA activities by contacting the student activities facilitator in Student Success.

SHC - Semester Hour Credit: Credit assigned to a course that represents the contact in a normal 16-week semester, based on formulas for class, lab, work, and clinical methods of instruction. A student earns semester hour credits for each course taken.

Student Activity Fee: A fee paid every semester to cover activities (cookouts, dances, etc.), part of graduation expenses, and any student publications.

TBA (To Be Announced): Term used in the course schedule if an instructor or location has not been selected at the time of publication.

Telecourse: A curriculum course aired on public television that allows a student to complete a course without attending regularly scheduled classes on campus.

Transcript: A printed record of every course taken at a college and the grades received. An official transcript is stamped with the seal of the college. Transcripts for SPCC students are obtained from the Office of Student Records.

Unclassified/Special Credit Student: A student taking one or more approved curriculum credit courses but not enrolled in a specific curriculum.

Work-Study Program: A federally supported program, based on financial need, through which students are given preference for part-time employment on campus.

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Lockhart-Taylor Center

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